

National Taiwan Normal University Guidelines for the Use of Personal Data

Passed in the 2nd Administrative Meeting in the 2012 academic year on December 5, 2012

Passed in the 7th Administrative Meeting in the 2015 academic year on June 8, 2016

- I. These guidelines were formulated based on the “Personal Data Protection Act”, the “Enforcement Rules of the Personal Data Protection Act”, and the “Personal Data Protection in Educational Institutions”.
- II. The declaration of personal data collection is not needed if the collection of personal data is for the purpose of performing statutory duties or for purposes other than profit and has no negative impact on the data subject. But if the collection of personal data is for profit purposes or is not for the performance of statutory duties, the data subject must be informed of the declaration of personal data collection before the data is collected.
- III. The collection of personal data should be kept on a need-to basis, so the collection of unnecessary personal data must be avoided.
- IV. The processing and use of personal data must be within the necessary scope of specific purposes of the Personal Data Protection Act, and also must be legitimately correlated with the purpose of collection.
- V. For official business purposes, application forms must be submitted and approved by the unit supervisors of the relevant unit for the acquisition of personal data collected by a unit of NTNU. The provision of personal data should be consistent with the usage period, region, target, and method of the personal data collected.
- VI. The transmission of electronic personal data should be done by the use of encrypted files, encrypted channels, or other secure methods. Hard copies of personal data should be transmitted in a sealed envelope.
- VII. Units in possession of personal data owned by NTNU should contact the NTNU “Information Security and Personal Data Protection Group” if they are unsure if the personal data can be provided. A meeting for discussion may be held if necessary.
- VIII. These guidelines have been implemented after being approved by an Administrative Meeting. The same shall apply to all subsequent amendments.