

Personal Data Collection Notice and Consent of  
National Kaohsiung University of Hospitality and Tourism Library

In order to provide providing various services, National Kaohsiung University of Hospitality and Tourism (hereinafter the “University”) Library will collect, process and use your personal data in accordance with the provisions of the Personal Data Protection Act. If you are under the age of 18, please ask your legal representative to read, understand and agree to all provisions of this Consent and subsequent amendments.

When you click “I Agree” in the University’s registration system or file a registration verbally, in person or by post, you are deemed to have read, understood and agreed to all provisions of this Consent.

### 1. Personal Data Collection Manner

Personal data is acquired through personal delivery, postal delivery, online transmission, and verbal transmission by the subjects of personal data or in other proper manners.

### 2. Collection, Update and Custody of Basic Data

- (1) The University collects, processes and uses your personal data in accordance with the requirements under the Personal Data Protection Act and applicable legislation of the Republic of China.
- (2) Please provide correct, latest and full personal data of yourself.
- (3) The personal data that the University needs to collect from you for the purpose of carrying out activities include name, ID number, contact information, etc.
- (4) In case of any change to your personal data, please make the correction with the University in order to keep your data correct, up-to-date and complete.
- (5) If you provide wrong, false, outdated, incomplete or misleading data, you will lose relevant interest.
- (6) You can exercise the following rights concerning your personal data per the Personal Data Protection Act of the Republic of China.
  - i. Ask to verify or view your data.
  - ii. Ask for copies of your data.
  - iii. Ask to supplement or correct your data.
  - iv. Ask for the collection, processing or use of your data to stop.
  - v. Ask for your data to be deleted.

However, if required for the University to perform its duties or required for its activities, the University may refuse your request above, provided that the University will not bear relevant compensation liability if you suffer damage to your interest due to your exercise of the above rights.

### 3. Purpose of Personal Data Collection

- (1) In accordance with the Specific Purpose and Type of Personal Data under the Personal Data Protection Act by the Ministry of Justice, the following purposes are established: 146 Library and Publication Management · 158 – Student (staff) (including graduates) data management.
- (2) When the manner of use of your personal data differs from the purpose of collection by the University, we will seek your written consent before such use. You can refuse to provide personal

data to the University. However, you may lose your rights as a result.

#### 4. Types of Personal Data

In accordance with Specific Purpose and Type of Personal Data under Personal Data Protection Act by the Ministry of Justice, the following purposes are established: C001 · C003 · C051.

#### 5. Period, Target, Territory and Manner of Personal Data Use

- (1) Period: Retention period in accordance with applicable laws or required for the performance of activities related to legal duties.
- (2) Target: *The University and its units, business partners, competent authorities and organizations with legal investigation authorities.*
- (3) Territory: The places where the above “targets” are located.
- (4) Manner: By automated machines or in other non-automated manners in accordance with personal data protection related legislation.

#### 6. Source of Indirect Collection of Personal Data

*Teaching or administrative staff of the University, its business partners, etc.*

#### 7. Confidentiality of Basic Data

Your personal data is covered by the protection and governance of the University’s Privacy and Personal Data Protection Policy. If your personal data is subject to theft, disclosure, alteration or other jeopardy due to the University’s breach of the Personal Data Protection Act, natural disaster, accident or other events of force majeure, the University will make verification and give you notice in a proper manner such as by telephone, letter, email or public announcement on the website.

#### 8. Effect of the Consent

- (1) The University reserves the right to amend the provisions of this Consent at any time. The amendment will be published on the webpage (website) of the University and no individual notice will be given. If you do not agree with the amendment, please ask the University to stop the collection, processing and use of your personal data in accordance with subparagraph (6), Article 2 above. Otherwise, you shall be deemed to have agreed to and accepted to be bound by the amended version of this Consent.
- (2) No suggestion or information you acquire from this Consent, whether in writing or in verbal form, shall constitute a guarantee beyond this Consent unless it is expressly stipulated herein.

#### 9. Governing Law and Jurisdiction

The interpretation and application of this Consent, as well as any dispute in connection with this Consent, shall be handled in accordance with the laws of the Republic of China and the local district court shall have jurisdiction.