

國立高雄餐旅大學隱私權及個人資料保護政策

Privacy and Personal Data Protection Policy of National Kaohsiung University of Hospitality and Tourism

感謝您蒞臨國立高雄餐旅大學(以下簡稱本校)網站(包括官網、活動網站等對外服務網站皆適用)，您的隱私權及所提供的個人資料，本校官方網站絕對予以尊重並提供適當的保護。相關政策內容如下，請務必詳閱下列資訊：

Thank you for visiting the website of National Kaohsiung University of Hospitality and Tourism (hereinafter referred to as "the University") (applicable to all external service websites, including the official website and activity websites). The official website of the University absolutely respects and provides appropriate protection for your privacy and the personal data provided by you. Please read the following policy information carefully:

一、本校個人資料保護政策

- (一)對於個人資料的蒐集、處理、利用，除合法及和於本校之行政作業目的，嚴禁一切非法或非行政作業之行為。
- (二)行政作業過程中僅於特定目的內蒐集個人資料。
- (三)僅在法律規定及本校行政作業所須範圍蒐集最少之個人資料，並且不處理過多的個人資料。
- (四)應提供明確之管道讓當事人（或自然人）知悉其個人資訊將如何被使用及被誰使用的清楚資訊。
- (五)直接收集兒童（或未成年）個人資訊時，應確保採取特殊保障措施。
- (六)僅處理與行政作業相關且適當的個人資料。
- (七)本著合法、公平、公正、公開的合理處置原則，進行蒐集、處理、利用必要之個人資料，且建立管理制度合理且適切的處理所取得之個人資料。
- (八)對於所取得之個人資料，建立個人資料檔案清冊並適當維護相關內容。
- (九)為保持個人資料精確性，依作業性質及當事人（或自然人）之請求，予以保持最新。
- (十)個人資料保存期限，僅在合乎法律或規定或特定目的內進行。
- (十一)尊重當事人（或自然人）權利，建立相關處理流程。
- (十二)為了確保個人資料的正確性和安全性，應建立適當的安全維護措施。
- (十三)僅在合法及有適當保護的狀況下傳送個人資料至其他國家或地區。
- (十四)嚴格遵守個人資料保護相關法規，包含其他法規對於個人資料之相關要求。

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(十五) 持續發展及實施個人資料保護管理工作，以確保政策得以落實。

(十六) 識別內部與外部利害相關團體，以及其對本校個人資料保護管理治理參與的程度。

(十七) 確認相關人員在個人資料管理制度內職責及責任。

(十八) 維護個人資料處理紀錄。

Article 1: Personal Data Protection Policy of the University

1. Any unlawful or non-administrative acts concerning the collection, processing, and utilization of personal data are strictly prohibited, except where conducted lawfully and for the administrative purposes of the University.
2. Personal data shall only be collected within the scope of specific purposes during administrative operations.
3. The University shall collect only the minimum amount of personal data necessary within the scope required by laws and regulations and for administrative operations, and shall not process excessive personal data.
4. Clear channels shall be provided to ensure that data subjects (or natural persons) are clearly informed of how and by whom their personal data will be used.
5. Special protective measures shall be ensured when collecting personal data directly from children (or minors).
6. Only personal data that is appropriate and relevant to administrative operations shall be processed.
7. The collection, processing, and utilization of necessary personal data shall be conducted in accordance with the reasonable principles of lawfulness, fairness, impartiality, and transparency, and a management system shall be established to handle the obtained personal data reasonably and appropriately.
8. An inventory and register of personal data files shall be established and appropriately maintained for the personal data obtained.
9. To maintain the accuracy of personal data, it shall be kept up-to-date based on the nature of the operations and upon the request of the data subject (or natural person).
10. The retention period for personal data shall be restricted to that which is in compliance with laws, regulations, or specific purposes.
11. Procedures shall be established to respect the rights of data subjects (or natural persons).
12. Appropriate security measures shall be established to ensure the accuracy and security of personal data.
13. Personal data shall only be transmitted to other countries or regions under lawful conditions with appropriate protection.
14. Relevant regulations on personal data protection, including requirements under other applicable laws, shall be strictly observed.
15. Personal data protection management activities shall be continuously developed and implemented to ensure the policy is enforced.
16. Internal and external stakeholders and their degree of participation in the governance of the University's personal data protection management shall be identified.
17. The roles and responsibilities of relevant personnel within the personal data management system shall be defined.
18. Records of personal data processing activities shall be maintained.

二、本政策適用範圍

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本校隱私權政策，適用於您在本校官方網站活動時所涉及的個人資料蒐集、處理及保護，但不適用於與本校網站功能連結之各政府機關網站或其它由個別組織所營運之第三方網站。

凡經由本校網站連結之線上案件申請網站，不論是由政府機關或是其他公務或非公務機關獨立經營或與本校官方網站聯名經營者，其個別網站均有其專屬之隱私權政策，本校官方網站不負任何連帶責任。當您在這些網站進行線上案件申請時，關於個人資料的保護，請自行詳閱該網站之個人資料保護及隱私權政策。

Article 2: Scope of Application

This Privacy Policy applies to the collection, processing, and protection of personal data involved when you engage in activities on the University's official website. However, it does not apply to government agency websites linked through the functionality of the University's website, or other third-party websites operated independently by individual organizations.

For online application websites linked via the University's website—whether operated independently by government agencies, other public or non-public entities, or co-branded with the University's official website—each website has its own exclusive privacy policy. The University's official website assumes no joint liability. When submitting online applications on such websites, please carefully read the personal data protection and privacy policies of the respective websites regarding the protection of your personal data.

三、關於個人資料之行為

單純在本校官方網站的瀏覽及檔案下載行為，本校官方網站並不會蒐集任何有關個人的身分資料。網站會記錄使用者上站的 IP 位址、上網時間以及在網站內所瀏覽的網頁等資料，這些資料係供本校官方網站管理內部作網站流量和網路行為調查的總量分析，以利於提昇本校官方網站的服務品質，且本校官方網站僅對全體使用者行為總和進行分析，並不會對個別使用者進行分析。

本校官方網站若因業務目的需要經由所提供的線上申請、查詢服務，需要您提供敏感資料或個人資料時，本校官方網站負責人會依實際業務需要請您提供(但不限於)姓名、身分證字號或學號、聯絡電話、e-mail、通訊住址、請假資料、繳費資訊、選課成績資料等個人最新、最真實之資料。本校官方網站因業務蒐集您的個人資料，皆為執行法定職務或履行法定義務。本校官方網站有義務保護(例如加密、使用 SSL 憑證等)各申請人隱私，非經您本人書面提供或同意不會自行修改或刪除任何網路民眾個人資料及檔案。除非經過您事先書面表示同意或符合以下情況始得為之：

- (一) 經由法定/合法的途徑。
- (二) 保護當事人的權利或所有權。
- (三) 為保護本校官方網站各相關單位之權益。

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本校官方網站絕不會任意出售、交換、或出租任何您的個人資料給其他團體、個人或私人企業。但有下列情形者除外：

- (一) 配合司法單位合法的調查。
- (二) 配合相關職權機關依職務需要之調查或使用。
- (三) 基於善意相信揭露為法律需要，或為維護和改進網站服務而用於管理。

Article 3: Conduct Concerning Personal Data

For simple browsing and file downloading activities on the University's official website, the website will not collect any personally identifiable information. The website will record user information such as IP addresses, time of access, and pages browsed. This data is used internally by the University's official website management for aggregate analysis of website traffic and network behavior research to improve service quality; such analysis is conducted only on the aggregate behavior of all users and will not be performed on individual users.

When the University's official website requires sensitive data or personal data from you through provided online applications or inquiry services for operational purposes, the person in charge of the website will request you to provide the latest and most truthful information based on actual business needs, including but not limited to: name, National Identification number or student ID number, contact telephone number, email address, mailing address, leave records, payment information, and course selection/grade records. Personal data collected by the University's official website for business purposes is solely for the execution of statutory duties or performance of statutory obligations.

The University's official website is obligated to protect applicant privacy (e.g., encryption, SSL certificates). Personal data and files of online visitors will not be modified or deleted without your written submission or consent, unless prior written consent is granted or under the following circumstances:

1. Through statutory/lawful procedures.
2. To protect the rights or ownership of the data subject.
3. To protect the rights and interests of relevant units of the University's official website.

The University's official website will never arbitrarily sell, exchange, or rent any of your personal data to other groups, individuals, or private enterprises, except under the following circumstances:

1. In cooperation with lawful investigations by judicial authorities.
2. In cooperation with relevant competent authorities in their investigations or use pursuant to official duties.
3. Based on good-faith belief that disclosure is required by law, or for administrative management to maintain and improve website services.

四、個人資料的利用及傳輸

本校官方網站有權於合於特定目的或法令許可範圍內，對於向當事人取得之個人資料進行利用或傳輸，期間為自活動日起至該項活動停止服務後一年內為止，或依相

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關法令規定保存期限者，利用地區為臺灣地區。本網站將盡力以合理之技術及程序，以維護所有個人資料之安全。

Article 4: Utilization and Transmission of Personal Data

The University's official website reserves the right to utilize or transmit personal data obtained from data subjects within the scope of specific purposes or as permitted by law. The retention period shall be from the event date until one year after the service for such event is discontinued, or in accordance with the retention periods prescribed by relevant laws and regulations. The geographic region of utilization is the Taiwan region. The website will endeavor to apply reasonable technologies and procedures to maintain the security of all personal data.

五、Cookies 的運用與政策

本網站使用 Cookies 作為與您溝通與辨識的工具，目的在於提供您更好的服務，以及方便您參與個人化的互動活動。此外，為了統計瀏覽人數及分析瀏覽模式，做為本網站改善服務之參考，會在您瀏覽器中寫入並讀取 Cookies。如果您不希望接受 Cookies，您可以在瀏覽器之設定選項中修改您對 Cookies 的接受程度。如果您選擇拒絕所有的 Cookies，可能會導致您無法使用本網站服務，或是參與部分的活動。

Article 5: Use of Cookies and Related Policy

This website uses Cookies as a tool for communication and identification to provide you with better services and facilitate your participation in personalized interactive activities. In addition, Cookies are written into and read from your browser to calculate visitor numbers and analyze browsing patterns as a reference for service improvement. If you do not wish to accept Cookies, you may adjust your acceptance level of Cookies in your browser settings. Choosing to reject all Cookies may result in your inability to use certain services or participate in some activities on this website.

六、自我保護措施

請妥善保管您的個人資料、帳號、憑證及密碼等相關資料，勿將其提供給第三者，尤其是密碼；在您使用本校官方網站所提供之各項服務功能後，請務必登出帳號。若您是與他人共享電腦或使用公共電腦，切記不要儲存您的登入帳號及/或密碼，不使用共享電腦或公共電腦時，一定要關閉瀏覽器視窗，以防止他人讀取您的資料。

Article 6: Self-Protection Measures

Please properly safeguard your personal data, accounts, certificates, passwords, and other related information, and do not provide them to any third party, especially passwords. After using any service features provided by the University's official website, please be sure to log out of your account. If you share a computer with others or use a public computer, remember not to save your login account and/or password. Always close the browser window when finished to prevent others from accessing your data.

七、網站安全機制

基於網站主機安全性維護，本校官方網站對外服務主機已建置網路安全機制。不定期進行弱點掃描與系統漏洞修補。本校官方網站也裝置網路記錄分析系統。對於不

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明企圖與入侵將被記錄於掃描主機中。對於破壞性行為或企圖進入伺服器主機異常行為，將依資訊安全政策規範，進行呈報與攔阻，並通報警政單位。

Article 7: Website Security Mechanisms

To maintain host security, network security mechanisms have been established for the external service servers of the University's official website. Vulnerability scans and system patch updates are conducted periodically. The website is also equipped with network log analysis systems. Any unauthorized attempts or intrusions will be logged by the scanning host. Destructive behavior or abnormal attempts to access server hosts will be reported and blocked in accordance with information security policies, and reported to police authorities.

八、其他

本校官方網站將因應社會環境及法令規定之變遷或科技技術進步，不定時修訂與公布本隱私權及政策，並採用最新技術與法規盡力保護您的網路隱私，請您隨時上網閱覽本政策，以保障您的權益。若對於本隱私權及政策有任何疑慮，或對於您的個人資料行使查詢、閱覽、製給複製本、補充更正、請求停止蒐集、處理、利用及刪除等權利，請與我們聯絡（lihsuan@mail.nkuht.edu.tw）。

Article 8: Miscellaneous

The University's official website will amend and promulgate this Privacy Policy from time to time in response to changes in social environments, legal regulations, or technological advancements, and will employ the latest technologies and regulations to protect your online privacy. You are advised to review this policy online at any time to safeguard your rights and interests.

If you have any questions or concerns regarding this Privacy Policy, or wish to exercise your rights pursuant to law—such as inquiring, reviewing, requesting copies, supplementing, correcting, or requesting the cessation of collection, processing, utilization, or deletion of your personal data—please contact us at: [**lihsuan@mail.nkuht.edu.tw**](mailto:lihsuan@mail.nkuht.edu.tw).

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