

僑務委員會海外青年臺灣文化研習營個人資料蒐集、處理及利用告知事項

OCAC statement regarding gathering, handling and using personal information of participants in the Overseas Youth Taiwanese Culture Program

一、依據：個人資料保護法(以下簡稱「個資法」)第八條規定。

1. Pursuant to: Article 8 of the Personal Information Protection Act (hereafter “the Act”).

二、機關名稱：僑務委員會（以下簡稱「本會」）及受本會委託辦理本活動之單位。

2. Agency (name): The Overseas Community Affairs Council (hereafter “the OCAC”), and the organization it commissions to host this activity.

三、蒐集之目的：

基於辦理本會海外青年活動相關之招生、核錄、辦理保險等相關訊息發送之資(通)訊服務、學員聯繫、學員資料與資料庫管理、統計研究分析、學術研究及其他完成本會活動營務及僑務必要之工作，或經學員同意之目的。

3. Reasons for gathering information:

The OCAC needs personal information when it admits, enrolls, and arranges insurance for program participants. Also, the OCAC works on correspondence, contacting participants, database management, statistical analysis, academic research, and other tasks required to make the program possible. The OCAC may also use personal information in situations where program participants agree to provide it.

四、個人資料之類別：

(一) 辨識個人者(C001)：中英文姓名、職稱、自傳、相片、住址、出生年月日、出生地、居住地區、通訊地址、電話、行動電話、傳真、電子郵件信箱等。

(二) 辨識財務者(C002)：保險單號碼。

(三) 政府資料中之識辨者(C003)：身分證統一編號、護照號碼、保險憑證號碼及證照號碼等。

(四) 個人描述(C011)：出生年月、性別、國籍及居住地區等。

(五) 身體描述(C012)：身高、體重及血型等。

(六) 習慣(C013)：飲食習慣。

(七) 家庭其他成員之細節(C023)：家庭其他成員或親屬、父母、同居人及旅居國外及大陸人民親屬等。

(八) 其他社會關係(C024)：朋友、同事及其他除家庭以外之關係等。

(九) 移民情形(C033)：護照、工作許可文件、居留證明文件、移民資料、入境之條件及其他相關細節等。

(十) 慈善機構或其他團體之會員資格(C037)：僑團、僑社、僑商會會員。

(十一) 職業(C038)：職業、職稱。

(十二) 現行之受雇情形(C061)：僱主、工作描述、產業特性等。

(十三) 健康紀錄(C111)。

(十四) 種族或血統來源(C0113)。

4. Types of information gathered:

(1) For identifying the individual (C001): Chinese and English name, job title, autobiography, photograph, date of birth, place of birth, place of residence, address, phone number, fax number, email address

(2) For verifying financial information (C002): insurance policy number

(3) For identification in government documents (C003): ID card number, passport number, insurance certificate number, license number

- (4) Personal description (C011): month and year of birth, sex, nationality and area of residence
- (5) Body description (C012): height, weight and blood type
- (6) Habits (C013): dietary habits
- (7) Information on other family members (C023): family members, relatives, parents, cohabitants, and relatives living overseas or in Mainland China
- (8) Other social relationships (C024): relationship with friends, colleagues, and others outside the family
- (9) Immigration situation (C033): passport, work permit, residence permit, immigration information, entry conditions, and other related details
- (10) Membership of charity organizations or other groups (C037): overseas Chinese groups and associations, overseas compatriot chambers of commerce
- (11) Occupation (C038): occupation, position
- (12) Current employment situation (C061): employer, work description, characteristics of industry
- (13) Health record (C111)
- (14) Race or ethnicity (C0113)

五、個人資料處理及利用：

(一) 個人資料利用之期間：

自報名本會活動起至上開蒐集目的完成所需之期間為利用期間。

(二) 個人資料利用之地區：

臺灣地區(中華民國境內)、當事人居住地或經當事人授權處理、利用之地區。

(三) 個人資料利用之對象：

本會、本會駐外僑務秘書或駐外館處(協助本會遴薦參加人員及業務聯繫之必要情形下，利用本會提供之當事人個人資料)、本會業務委外之委辦廠商(本會活動委外合約業明訂委辦廠商得利用本會提供之參加人員個人資料時，應遵守個資法相關規定)及經本會同意得運用之學術研究單位、學者專家等。

(四) 個人資料利用之方式：

執行本會業務，包括本會舉辦之各項活動如招生、錄取、保險、訂房、參訪、拜會機關等證明及相關訊息(寄送通知、當事人之聯絡、資料統計分析、辦理本會業務必要揭露、學術研究及其他等有助上開蒐集目的之必要方式。

5. Handling and use of personal information:

(1) Utilizing period:

From the time of application for the OCAC program until all tasks regarding the program are completed.

(2) The area where personal information will be used:

Personal information will be used in Taiwan, place of residence of the participant, or places where handling and use has been approved by the participant.

(3) Users of personal information:

Users of personal information include the OCAC, the OCAC's secretary office or embassy/consulate/representative office (personal information of the participant can be provided to them by the OCAC for participant admission or for contact purposes), suppliers contracted by the OCAC (the outsourcing contracts for OCAC activities clearly state that when a supplier needs to use personal information of participants, it has to obey the regulations of the Act), and research units, scholars, and experts authorized

by the OCAC.

(4) How personal information is utilized:

The OCAC uses personal information in the following situations: the admission and enrollment of participants, the arrangement of insurance, accommodations, and visits for participants, the sending of messages or documents to participants, and the contacting of participants. Also, personal information will be used in statistical analysis, academic research, required disclosure, and other situations that facilitate gathering information for purposes mentioned above.

- 六、當事人得依個人資料保護法規定查詢或請求閱覽；請求製給複製本；請求補充或更正；請求停止蒐集、處理或利用；請求刪除。當事人得以書面與本會聯繫，行使上述之權利。
6. In accordance with the Act, participants have the right to inquire about, read, ask for copies of, supplement or correct, and ask the OCAC to stop gathering/managing/using or delete personal information. Requests mentioned above can also be made in written form.
- 七、學員如未提供本會辦理活動所需之正確完整個人資料，應註明正當充分之理由，否則將無法進行報名手續並喪失享有活動後續服務之權益。
7. Applicants should give reasons for being unable to provide complete and correct personal information for the program. Otherwise, application cannot be processed, and all rights to follow-up service will be lost.

(Adult applicant) 本人 (Chinese Name) _____ (English Name : _____)

(Minor applicant) 本人係 (Chinese Name) _____ (English Name : _____)

法定代理人 (Guardian's Chinese Name) _____ (English Name : _____)

業已詳閱、瞭解且同意所附「海外青年臺灣文化研習營個人資料蒐集、處理及利用告知事項」。

I have carefully read and understood the attached OCAC statement regarding the gathering, handling and using of personal information of participants in the Compatriot Youth Taiwan Culture Study Program, and I hereby agree to it.

此致 To:

僑務委員會

OCAC

立書人 (已成年之報名者或未成年報名者之之法定代理人):

Applicant (adult applicant or legal guardian of a minor applicant)

_____ (Signature)

身分證字號 (ID or Passport No.): _____

Country : _____

Address : _____

Tel : _____

Date: _____