2021 年僑務委員會海外青年華語文研習班（遠距視訊教學）個人資料蒐集、處理及利用告知事項

OCAC notification regarding gathering, handling and using personal information of participants in the 2021 Language Study Program for Compatriot Youth (Distance Learning)

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 "OCAC"), and the unit it assigns to carry out this activity.

三、蒐集之目的：
基於辦理本會海外青年研習活動相關之招生、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:
For performing necessary services while holding OCAC Overseas Chinese Youth activities, including enrollments, acceptance letters, insurance, and other matters; tasks involving student contact information and personal database management, statistical analysis, academic research, and other tasks required by the OCAC to run its activity and overseas community affairs; and other purposes approved by the applicants.

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, biography, photograph, date of birth, place of birth, place of residence, address, tel. no., mobile phone no., fax no., email address.
(2) For verifying financial information (C002): Insurance policy number.
(3) For identification in government documents (C003): ID card no., passport no., insurance certificate no., license no.
(4) Personal description (C011): Month and year of birth, sex, nationality and 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, common-law partners, and

relatives living overseas or in Mainland China.

(8) Other social relationships (C024): Relationships 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, Overseas Chinese chambers of commerce.

(11) Occupation (C038): job, position.

(12) Current employment situation (C061): employer, work description, characteristics of industry.

(13) Health records (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)發送通知、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 to the OCAC activity to the completion of the aforementioned information gathering.

(2) The region within which personal information will be used:

Taiwan (within the ROC), the place of residence of the party involved, or places where handling and use has been approved by the party involved.

(3) Users of personal information:

The OCAC, the OCAC's secretary office or embassy/consulate/representative office (personal information of the person involved can be provided to them by the OCAC when selecting participants or for contact purposes), suppliers contracted by the OCAC (the outsourcing contracts for OCAC activities clearly state that when a supplier needs to use the personal information of participants, the regulations of the Act must be obeyed), and research units and scholars and experts authorized by OCAC.

(4) Way of using:

Carrying out the OCAC's operations, such as sending enrollment forms, acceptance letters, insurance matters, room reservations, visiting organizations and other certificates, and sending of related information, contacting the person involved, statistical analysis, necessary disclosure of the OCAC's operations, academic research and other necessary methods for achieving the aforementioned collection objectives.

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, the person involved can inquire about the information or request to read it; they can ask for copies ,and ask to cease the use and handling, and for deletion. The person involved can exercise the above rights by submitting a hard copy in writing with this request to the OCAC.

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. If an applicant does not provide complete and correct information for the OCAC to carry out this activity, he/she should fully state the reason for this, otherwise, the application cannot be processed, and the applicant will lose the entitlement to subsequent services connected with the activity.

（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「**2021 年僑務委員會海外青年華語文研習班（遠距視訊教學）個人資料蒐集、處理及利用告知事項**」。

I have carefully read and understood the attached OCAC notification regarding gathering, handling and using personal information of participants in the 2021 Language Study Program for Compatriot Youth (Distance Learning), 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 minor applicant)

＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿（Signature）

身分證字號（ID or Passport No.）：＿＿＿＿＿＿＿＿＿＿＿

Country：＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

Address：＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

Tel：＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

Date:＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿