

義守大學工讀生及兼任助理 個人資料授權使用同意書暨保險費自動轉帳付款授權書

義守大學(以下稱本校)依據個人資料保護法(以下稱個資法)第八條規,告知立同意書人下列事項,請詳閱:

一、蒐集、處理及利用之目的:

本校為辦理兼任助理及工讀生(即立同意書人,下稱台端)保險加退保作業,向台端蒐集個人資料,提供本校用於人事管理(002),以供本校辦理兼任助理及工讀生保險加退保作業事宜進行資料處理及行政事務等相關作業。

二、蒐集、處理及利用之個人資料類別:

工讀生或兼任助理之姓名、身分證字號或居留證號、出生日期、郵局帳戶資料等。

三、個人資料利用之期間、地區、對象及方式:

(一)期間:個人資料蒐集之特定目的存續期間,依相關法令之保存所訂保存年限或本校因執行行政相關業務所必須之保存期間。

(二)地區:本國及與本校有業務往來之國內外機構營業處所所在地。

(三)對象:本校、依法有調查權機關及主管行政機關。

(四)方式:以自動化機器或其他非自動化之方式,依誠實及信用方法利用。

四、依據個資法第三條規定,台端就個人資料依個資法規定得行使下列權利,不得預先拋棄或以特約限制之:

(一)得向本校查詢、請求閱覽或請求製給複製本,惟本校依法得酌收必要成本費用。

(二)得向本校請求補充或更正,惟依法台端應為適當之釋明。

(三)得向本校請求停止蒐集、處理或利用及請求刪除,惟依法本校因執行業務所必須者,得不依請求為之。

五、相關資料本校僅使用於校務行政相關業務,台端得自由選擇是否提供相關個人資料,惟台端若拒絕提供相關個人資料,本校將無法進行必要之審核及處理作業。

六、本人授權郵政儲金匯業局得自本人設定於義守大學校務系統中之郵局帳戶內進行自動轉帳付款作業,以支付本人工讀生/兼任助理之保險費;唯於當日帳戶餘額不足以支付應付帳款時,不予轉帳扣繳,但郵政儲金匯業局應將此存款不足之事實通知本校。

七、本告知事項如有未盡事宜,依個人資料保護法及其他相關法規之規定辦理。

本人已確實詳閱上述之同意書內容,並且同意提供個人資料供義守大學使用及授權自動轉帳付款支付保險費。

立同意書人: _____ 日期: _____

I-SHOU UNIVERSITY

Personal Information Collection & Direct Debit Authorization Agreement (For Work-study Students and Part-time Assistants)

Pursuant to Article 8 of the Personal Information Protection Act (hereinafter referred to as “the Act”), I-Shou University (hereinafter referred to as “the University”) hereby notifies the Undersigned of the following. Please read the following carefully:

I. Purpose of collection, processing and use of personal information:

To handle matters related to subscription and suspension of the Labor Insurance for part-time assistants and work-study students, the University will collect your personal information for the purpose of personnel management (002) for further data processing and administration.

II. Types of personal information being collected, processed and used:

A work-study student’s or a part-time assistant’s name, national ID number (or ARC number), date of birth, postal account information, etc.

III. Time period, area, target and way of the use of personal information:

1. Time Period: The existing period of the specific purpose for which the personal information is collected, or the period determined in accordance with the applicable laws, or the information retention period necessary for the University to perform tasks related to administration.
2. Area: Any domestic and overseas locations where the targets that may use the personal information mentioned herein are situated.
3. Targets that may use personal information: The University, agencies which have investigation power in accordance with law, and governing agencies.
4. Way of use of personal information: Personal information should be used/processed by automatic machines or other non-automatic measures under the principle of honesty and trust.

IV. Pursuant to Article 3 of the Act, the following rights should be exercised by you with regard to your personal information and should not be waived in advance or limited by a specific agreement:

1. Making an inquiry, requesting to review or asking for a duplicate of your personal information from the University, and the University may charge a reasonable and necessary fee pursuant to the Act;
 2. Requesting the University to supplement or correct your personal information provided that an appropriate explanation has been made pursuant to the Act; and
 3. Requesting the University to discontinue collecting, processing or using, or to delete your personal information; however, the aforesaid request may not be granted when it is necessary for the University to perform its tasks/business.
- V. Your personal information will be used only for the purpose of university administration, and you have the right to decide whether or not to provide relevant personal information. If you, however, refuse to provide relevant personal information, the University will not be able to proceed with the necessary review or procedure.
- VI. I, the undersigned, hereby authorize Chunghwa Post to directly transfer a certain amount of money from my postal account stored at I-Shou University's administrative system to cover the Labor Insurance premiums required for being a work-study student/part-time assistant. If the account balance on the date of transfer is insufficient to pay the premium payable, Chunghwa Post will suspend the transfer, and at the same time notify the University of the insufficient account balance.**
- VII. Any matter not mentioned herein should be subject to the Act as well as applicable laws and regulations.

I, the undersigned, have carefully read this agreement and agree to provide I-Shou University with my personal information for the purpose of administration and direct debit for insurance premiums.

Signature: _____ Date: _____