

# **NDHU Personal Data Management and Protection Policies**

國立東華大學個人資料保護管理政策

Approved by the 1st session of the Information Security and Personal Data Protection Team in the 1st semester  
of the Academic Year 2012/2013 on January 2, 2013

NDHU is an institution which is engaged in education and research. To meet the requirements of the Personal Information Protection Act of the ROC, the personal data provided by individuals will be collected, processed, and utilized in accordance with the following principles:

1. The university abides by the relevant articles of the Personal Information Protection Act and other related laws and regulations and adopts appropriate data protection measures.
2. The university will formulate personal data protection and management guidelines and regulations to guarantee the implementation of personal information protection. To ensure constant improvements, regular examinations, internal assessments, and inspections will be conducted.
3. Upon the establishment of a personal data protection and management system, the whole staff will be notified to implement the system and ensure its functioning.
4. The university will include the following clarification in the announcement: The university collects, processes, and utilizes personal data provided by individuals for specific purposes. Personal data will not be processed or utilized for purposes other than deemed necessary.
5. The university guarantees that the personal data provided by individuals are accurate and up to date and is fully committed to preventing the theft, disclosure, and alteration of personal data. The university also enhances relevant security measures to protect personal data collected, processed, and utilized for certain purposes.
6. The university will continue to enhance the personal data protection and management system, adopt emergency response measures after verified incidents of personal data leaks, and notify involved parties of these incidents.
7. If involved parties submit applications that are related to their personal data rights, the university will respond in a rapid fashion in accordance with the regulations specified in the Personal Information Protection Act.
8. If other institutions are commissioned to collect, process, or utilize personal data, said institutions will be properly monitored.
9. These policies and all amendments will be made public and implemented upon ratification by the Information Security and Personal Data Protection team and approval by the President.

