

University of Taipei Disclosure of Collecting, Processing and Using Personal Information of Entrance Exam Candidates

Pursuant to the “Personal Data Protection Act” (hereinafter the “Act”), please read in detail the following “University of Taipei Disclosure of Collecting, Processing and Using Personal Information of Entrance Exam Candidates” formulated by UTaipei in according to Articles 8 and 9 of the “Act.”

1. Purposes of Collecting Personal Information

The personal information is collected exclusively for the purposes of executing examination affairs related to the college entrance exam (134*), information (Communication) Services(135*) including providing examination scores for departments (institute, program), reviewing application documents and registration, as well as educational research and statistical research analysis (157*), student (staff) data management (158*), accounting and related services (129*), and any other task which is necessary for the completion of the college entrance examination or any other purpose consented by the examination candidate.

2. Methods of Collecting Personal Information

Personal information of the examination candidate is collected through UTaipei’s online admission system or the exam candidate’s submitted documents, or through College Entrance Examination Center, College Admissions Committee, University Admission Committee, Joint Commission of Technological and Vocational College Admission Committee, University Entrance Committee For Overseas Chinese Students, and University Entrance Committee for Mainland Chinese Students.

3. Categories of Personal Information

The personal information of candidates collected by UTaipei is the information needed for examination affairs, including basic data and information required for application for special examination arrangements for candidates with special needs.

(1) Basic Information

Personal information for identifying individuals (C001*), identifying finance (C002*), identifying in government data (C003*), individual description (C011*), characteristic (C014*), Family (C021*), residence and facilities (C031*), recreational activities and interests (C035*), occupation (C038*), licenses or other permissions (039*), schools record (C051*), qualification or technique (C052*), works (C056*), record of students, apprentices, examinees (C057*), current status of employment (C061*), working experiences (C064*), earning, income, property and investment (C081*), the record of Foreign exchange trade (C085*), Financial deals (C093*), which entail name, number of national identification card (including resident certificate or passport), nationality, date of birth, gender, email address, education information, resident address, contact information, emergency contact person, cellphone number, fund transfer account, certificates of low income household and lower middle-income household, and examination results as listed on the online admission system.

(2) Application for Special Examination Arrangements

Personal information required to validate the various special identifies listed in the admission brochure, including record of health (C111) and races or origin of birth (C113*).

4. Handling and Use of Personal Information

(1) Utilization Period:

Unless otherwise stipulated by the law or the central competent authority in respect of the retention period of personal information obtained from the holding of examination, the retention period of the personal information by UTaipei shall be the time required for the above purposes for collection to be fulfilled.

- (2) Region of Utilization: Taiwan (including Penghu, Kinmen and Matsu).
- (3) User of Personal Information: UTaipei, competent authorities.
- (4) Methods of using the personal information: Methods which are necessary for the execution of examination affairs, admission, registration, and verification, as well as delivery of notification of examination results and related information, contact with candidates (parents, guardians), disclosure required to ensure the integrity of examination affairs, academic research and any other method which is required for the fulfillment of the above collection purposes.
- (5) Unless the university has obtained the exam candidate's consent or otherwise stipulated by other laws and regulations, UTaipei will not disclose the collected personal information of exam candidates to other groups, individuals, or private enterprises, or used for other purposes outside of the purpose of collection.

5. Information Protection

- (1) Access clearances have been set for the admission system based on the clearance levels of UTaipei personnel, and computers of the persons in charge are also protected by personal ID and password.
- (2) Electronic files of personal information of exam candidates will be kept for four years starting from the year of admission and will be destroyed when the period expires.
- (3) All hardcopy supporting documents, answer sheets, and documents and data resulted from UTaipei's execution of various exam affairs, will be properly stored in a locked cabinet or warehouse, and will be destroyed after one year.

6. Rights

- (1) If an exam candidate needs to make changes to personal information, other than the spaces indicated unchangeable in the Admission Brochure, the exam candidate may download from the website Personal Information Change Application during the examination period and submit to UTaipei Admission Committee.
- (2) In accordance with Personal Data Protection Act, exam candidates may submit to UTaipei requests to: make inquiry, browse, update, and correct; request for photocopies; request for stop of collecting, processing, using or removal of personal information. The request may be submitted in hardcopy or via fax to UTaipei Admission Committee (see Admission Brochure for detailed contact information) to exercise the rights above.
- (3) In accordance with Personal Data Protection Act, exam candidates may submit to UTaipei requests to: make inquiry, browse, update, and correct; request for photocopies; request for stop of collecting, processing, using or removal of personal information. The request may be submitted in hardcopy or via fax to UTaipei Admission Committee (see Admission Brochure for detailed contact information) to exercise the rights above.

* : The specific purpose and the classification of personal information of the Personal Information Protection Act: <https://mojlaw.moj.gov.tw/ENG/LawContentE.aspx?LSID=f1010631>