

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

1. Collection of Information

- (1) Purpose: The personal information is collected exclusively for the purposes of information services of admission, including execution of affairs related to the entrance exam, provision of exam results to applied department (institute, program), review of application documents and registration, as well as for admission related statistical research and analysis and new student status management.
- (2) Method: Information is collected through UTaipei's online admission system or exam candidates' submitted documents. By completing the application process, exam candidates have given consent for UTaipei to use related information and test scores for matters relating to entrance exam, new student registration, and enrollment data establishment.
- (3) Categories: Exam candidates' basic information on the admission system, including name, ID number (or citizen number, passport number), nationality, date of birth, gender, e-mail, school records, mail address, phone number, cell phone number.

2. Scope of Use

- (1) The personal information obtained by UTaipei will be used within the Taiwan region.
- (2) Based on responsibilities and duties, UTaipei's staff members at all levels are assigned necessary system access clearances; only the authorized staff members can access your personal information.
- (3) To improve service quality, UTaipei will utilize exam candidates' personal information for holistic statistical analysis but will not target an individual exam candidate's personal information for analysis.
- (4) 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.

3. Information Protection

- (1) Access clearances have been set for the admission system; computers of the persons in charge are also protected by personal ID and password. 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.
- (2) 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.

4. 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) Except for otherwise required by law and regulations or competent authorities, should exam candidates request for stop of collecting, processing, using or removal of personal information, UTaipei shall do so accordingly, unless the aforementioned request for stop of collecting, processing, using or removal of personal information will interfere with Utaipei's execution of related duties or completion of the aforementioned collection purposes, or cause UTaipei to violate law and regulations or requirements of competent authorities.