

國立中正大學
圖書館服務與藝文推廣組個人資料蒐集告知聲明
CCU Library Reader Services & Arts Promotion Section Personal Data Collection Notice

圖書館 114 年 11 月 20 日服務與藝文推廣組會議通過

Approved by RSAP Meeting on 2025/11/20.

國立中正大學圖書館服務與藝文推廣組（以下簡稱本組）依「個人資料保護法」（以下簡稱個資法）第八條第一項規定，公告下列事項。

The CCU Library Reader Services & Arts Promotion Section (hereinafter “the Section”) hereby announces the following matters pursuant to Article 8(1) of the Personal Data Protection Act (PDPA).

一、蒐集個人資料之目的／Purpose of Personal Data Collection

本組依據圖書館法，向本校校內人士及社會大眾提供圖書資源利用與推廣服務，並依個資法進行所蒐集個人資料之保護。

Pursuant to the Library Act, the Section provides library resource access and outreach services to CCU members and the general public, and protects collected personal data in accordance with the PDPA.

二、個人資料處理、利用之期間與範圍／Period and Scope of Personal Data Processing and Use

（一）本組於蒐集目的之存續期間或執行業務的保存期限內處理、利用所蒐集個人資料，處理、利用地區不限。

Personal data will be processed and used for the duration of the collection purpose or for the statutory/operational retention period, without restriction as to the processing/usage region.

（二）個人資料除運用於各項蒐集目的外，並提供台灣綜合大學系統合作館進行合作閱覽與借還服務，及業務執行、服務推廣所必須之各項聯繫、通知、統計分析。

In addition to the purposes stated above, personal data may be provided to partner libraries in the Taiwan Comprehensive University System for cooperative reading/borrowing services, and used for necessary communications, notifications, and statistical analyses related to service operations and outreach.

三、蒐集之個人資料類別／Categories of Personal Data Collected

（一）個人資料包括

1. 辨識個人者；姓名、職稱、學號、員工編號、行動電話、地址、相片、電子郵件地址。

Identifiers of natural persons: name, job title, student ID number, employee number, mobile phone, address, photograph, and email address.

2. 政府資料中之辨識者；身分證統一編號、統一證號。

Government-issued identifiers: National ID number / ARC/UID number.

（二）當事人使用本組提供之各項網路資源服務，本組及資料庫廠商將使用 cookies 進行管理及紀錄 IP 位址、使用檔案及時間等軌跡資料。

When using the Section's online resources, the Section and content providers may use cookies to manage and record log data such as IP addresses, files accessed, and timestamps.

四、個人資料之提供／Provision of Personal Data

（一）當事人可選擇是否提供個人資料，惟若拒絕，本組將無法提供服務。

Data subjects may choose whether to provide personal data; however, refusal may result in the Section being unable to provide services.

（二）請當事人提供正確、最新及完整的個人資料，並於異動時主動向本組請求更正。

Please provide accurate, up-to-date, and complete information, and proactively request corrections from the Section upon any changes.

（三）當事人提供錯誤、過時、不完整或具誤導性資料致權益受損，本組不負賠償責任。

The Section bears no liability for damages arising from erroneous, outdated, incomplete, or misleading information provided by the data subject.

五、個人資料之保密／Confidentiality of Personal Data

本組將善盡個人資料保護之責。惟若不幸發生個人資料被竊取、洩漏、竄改或其他侵害，本組將於查明後，以電子郵件及網站公告方式告知當事人。

The Section is committed to safeguarding personal data. In the event of theft, leakage, alteration, or other incidents, the Section will notify the data subject by email and website announcement once verified.

六、當事人就個人資料得行使之權利／Rights of Data Subjects Regarding Their Personal Data

當事人可依個資法第三條規定，於個人資料保存期限內行使以下權利：

- (一) 請求查詢或閱覽。
- (二) 請求製給複製本。
- (三) 請求補充或更正。
- (四) 請求停止蒐集、處理、利用或刪除，惟屬於執行業務必須者，本組將拒絕所請。

Data subjects may exercise the following rights under PDPA Article 3 during the retention period:

Request access or review;

Request copies;

Request supplementation or correction;

Request cessation of collection/processing/use or deletion; requests essential to operations may be refused by the Section.

當事人欲執行上述權利，請與本組（librsd@ccu.edu.tw）聯繫。

To exercise the above rights, please contact RSAP at librsd@ccu.edu.tw.

七、告知聲明之修訂／Amendments to this Personal Data Notice

本組保有修訂本告知聲明的權利。當修訂發生，本組將透過電子郵件或官方網頁進行通知。當事人未提出異議或繼續使用本組相關服務，表示同意本組所為修訂。

The Section reserves the right to amend this Notice. In the event of amendments, notification will be provided via email or the official website. Continued use of the services or absence of objection indicates consent to the amendments.

八、個人資料事故反映／Amendments to this Personal Data Notice

個人資料當事人如發現其個人資料有遭不當蒐集、處理或利用，或相關權益疑似受侵害時，請洽本校秘書室反映。聯絡電話：05-272-0402；電子郵件：secretar@ccu.edu.tw

If a data subject discovers that their personal data has been improperly collected, processed, or used, or suspects that their related rights have been infringed, please contact the Secretariat of National Chung Cheng University.

Tel: +886-5-272-0402

Email: secretar@ccu.edu.tw

（本中英對照文件係依原告知聲明內容編譯，中文與英文如有歧異，以中文為準。）

(This bilingual document is translated from the original Chinese Notice. In case of any discrepancy, the Chinese version shall prevail.)

本人已詳閱本館《個人資料蒐集告知聲明》。茲於下方簽名為憑。

未成年人（未滿 18 歲）應由法定代理人或監護人確認並簽名與填寫日期。

簽名／Signature：_____日期／Date：_____（YYYY/MM/DD）

I have read and understood the Library's 'Personal Information Collection Notice.' I hereby sign below as acknowledgment.

For minors (under 18), a legal representative or guardian must confirm consent and provide a signature and date below.

Signature：_____Date：_____（YYYY/MM/DD）