**國立中興大學學生社團【義務指導老師】資料表**2020.12

**National Chung Hsing University Student Association**

**【Voluntary Instructor】****Data Sheet**

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| **輔導資訊/Tutoring information** |
| **輔導社團名稱/****Association name** |  |
| **輔導起始時間/****Start time of tutoring** | 自 學年度第 學期起（ 年 月起）/Since the semester of the school year (date: ) |
| **老師資訊/** **Instructor information** |
| **姓名/** **Name** |  | 大頭照/headshot |
| **職員編號/****Staff No.** | （外校老師免填/ external teachers are exempted from filling in） |
| **服務單位/** **Department** | （外校老師免填/ external teachers are exempted from filling in） |
| **出生日期/****Date of Birth** | （本校編制內教職員，以下免填/ Faculty members within our university's official employment: Please leave the following sections blank.） |
| **身分證字號/****ID Number** |  |
| **電話/手機/****Mobile Phone Number** |  |
| **電子郵件/****E-mail** |  |
| **戶籍地址/****Residence address** |  |
| **現職/** **Current Position** | **單位/ Department** |  |
| **職稱/****Job Title** |  |
| **學歷/** **Educational background** | (校內外老師、教職員皆需填寫/ Both internal and external teachers/staff members need to fill out the form.) |
| **經歷/****Experience** | (校內外老師、教職員皆需填寫/ Both internal and external teachers/staff members need to fill out the form.) |
| **備註/****Remarks** | 校外老師：/external teachers：1. 請檢附身份證正反面影本1份。/ Please attach a photocopy of both sides of your ID card.
2. 學歷、經歷證明文件影本各1份。/ Please provide a photocopy of your education and experience documents
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本同意書說明國立中興大學（以下簡稱本校）將如何處理本表單所蒐集到的個人資料。

This consent letter (this "Consent") sets forth how National Chung Hsing University ("NCHU") will process the personal data collected hereunder.

當您勾選「我同意」並簽署本同意書時，表示您已閱讀、瞭解並同意接受本同意書之所有內容及其後修改變更規定。若您未滿二十歲，應於您的法定代理人閱讀、瞭解並同意本同意書之所有內容及其後修改變更規定後，方得使用本服務，但若您已接受本服務，視為您已取得法定代理人之同意，並遵守以下所有規範。

By ticking the "I agree" box and signing this Consent, you confirm that you have reviewed and understand and agree to the terms of this Consent and its amendments. If you are under the age of 20, you cannot use the service until your legal guardian has reviewed and understands and agrees to the terms of this Consent and its amendments. Nevertheless, you will be deemed to have obtained your legal guardian's consent and agreed to comply with the following terms if you have used the service.

**一、 基本資料之蒐集、更新及保管**

1. **Collection, Updating, and Custody of Personal Data**
2. 本校蒐集您的個人資料在中華民國「個人資料保護法」與相關法令之規範下，依據本校【隱私權政策聲明】，蒐集、處理及利用您的個人資料。
3. 請於申請時提供您本人正確、最新及完整的個人資料。
4. 本校因執行業務所蒐集您的個人資料包括姓名、職稱、聯絡方式(電話、E-Mail)、學經歷、開戶帳號等。
5. 若您的個人資料有任何異動，請主動向本校申請更正，使其保持正確、最新及完整。
6. 若您提供錯誤、不實、過時或不完整或具誤導性的料，您將損失相關權益。
7. 您可依中華民國「個人資料保護法」，就您的個人料行使以下權利：

(1)請求查詢或閱覽。(2)製給複製本。(3)請求補充或更正。(4)請求停止蒐集、處理及利用。(5)請求刪求。

1. NCHU will collect, process, and use your personal data in accordance with the Personal Data Protection Act and other relevant laws and regulations as well as NCHU's Privacy Policy.
2. Please provide your correct, updated, and complete personal data in the application.
3. Your personal data that NCHU collects during the course of business includes your name, job title, contact information (telephone number and e-mail address), educational background, experience, account number, and others (subject to change as needed).
4. To ensure the correctness, accuracy, and completeness of your personal data, please report to NCHU any changes in your personal data.
5. Your rights and/or interests may be jeopardized if you provide NCHU with false, untrue, outdated, partial, or misleading personal data.
6. You may exercise the following rights as regards your personal data in accordance with the Personal Data Protection Act: (i) inquire into or review your personal data; (ii) ask for duplicates of your personal data; (iii) ask to supplement or correct your personal data; (iv) ask to stop collecting, processing and/or using your personal data; and (v) ask to delete your personal data.

但因本校執行職務或業務所必須者，本校得拒絕之。若您欲執行上述權利時，請參考本校【隱私權政策聲明】之個人資料保護聯絡窗口聯絡方式與本校連繫。但因您行使上述權利，而導致權益受損時，本校將不負相關賠償責任。

NCHU may refuse your request(s) in order to perform its duties or conduct its business. If you would like to exercise the foregoing rights, please refer to NCHU's Privacy Policy to find out NCHU's liaison in charge of personal data protection and contact methods. MCHU will not compensate any loss or damage you may sustain from the exercise of such rights.

**二、 蒐集個人資料之目的**

1. **Purposes of Collecting Personal Data**
2. 本校為**執行社團校外指導老師聘任業務**需蒐集您的個人資料。
3. 當您的個人資料使用方式與當初本校蒐集的目的不同時，我們會在使用前先徵求您的書面同意，您可以拒絕向本校提供個人資料，但您可能因此喪失您的權益。
4. 本校利用您的個人資料期間為**即日起至離職後1年**，利用地區為台灣地區。
	1. NCHU will collect your personal data in order to execute the appointment process for external club instructors (subject to change as needed).
	2. NCHU will seek your prior written consent if and when your personal data is to be used for any purpose other than that for which NCHU collected your personal data. You may refuse to provide your personal data, but you may lose your rights and/or interests accordingly.
	3. NCHU may use your personal data in Taiwan for a period which is from today until 1 year after you leave your position. (subject to change as needed)

**三、 基本資料之保密**

1. **Protection of Personal Data**

您的個人資料受到本校【隱私權政策聲明】之保護及規範。本校如違反「個人資料保護法」規定或因天災、事變或其他不可抗力所致者，致您的個人資料被竊取、洩漏、竄改、遭其他侵害者，本校將於查明後以電話、信函、電子郵件或網站公告等方法，擇適當方式通知您。

Your personal data is protected by and under NCHU's Privacy Policy. Please review the Privacy Policy for its full text. If NCHU violates the Personal Data Protection Act or your personal data is stolen, divulged, modified, or damaged owing to any natural disasters, extraordinary event or circumstance beyond its control, NCHU will notify you by telephone, mail or e-mail, or post the notification on its website, whichever NCHU deems appropriate, after conducting necessary investigations.

**四**、 **同意書之效力**

**4. Effect of Consent**

1. 當您勾選「我同意」並簽署本同意書時，即表示您已閱讀、瞭解並同意本同意書之所有內容。
2. 本校保留隨時修改本同意書規範之權利，本校將於修改規範時，於本校網頁(站)公告修改之事實，不另作個別通知。如果您不同意修改的內容，請勿繼續接受本服務。否則將視為您已同意並接受本同意書該等增訂或修改內容之拘束。
3. 您自本同意書取得的任何建議或資訊，無論是書面或口頭形式，除非本同意書條款有明確規定，均不構成本同意條款以外之任何保證。
	1. By ticking the "I agree" box and signing this Consent, you confirm that you have reviewed and understand and agree to all the terms of this Consent.
	2. NCHU reserves the right to amend this Consent at any time. NCHU will post the amendments on its website and will not send a separated notification to you. Do not keep using the service if you object to the amendments. If you continue using the service, you will be deemed to have agreed to be bound by the amendments.
	3. Unless otherwise explicitly provided in this Consent, no suggestion or information that you may obtain in connection with this Consent, whether in writing or orally, shall constitute a commitment in addition to this Consent.

**五、 準據法與管轄法院**

5. **Governing Law and Jurisdiction**

本同意書之解釋與適用，以及本同意書有關之爭議，均應依照中華民國法律予以處理，並以臺灣臺中地方法院為管轄法院。

This Consent shall be construed and interpreted in accordance with the laws of the Republic of China. Any dispute arising from this Consent shall be governed by the laws of the Republic of China and heard by the Taiwan Taichung District Court.

**□我已閱讀並接受上述同意書內容**I agree. I have reviewed and accept the terms of this Consent.

 **當事人簽名Signature：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(please sign your name)**

 **日期Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**