



## TAIPEI EUROPEAN SCHOOL 台北歐洲學校

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### TAIPEI EUROPEAN SCHOOL PERSONAL DATA PROTECTION AGREEMENT

**Please read the following message on the collection, processing, and use of personal data you are being asked to submit in the Taipei European School (TES) application process.**

You will be asked to electronically authenticate your identity and provide an electronic signature that will serve as your written consent to the collection, processing, and use of personal data.

The personal data you submit is protected and regulated in accordance with the Republic of China's Personal Data Protection Act (PDPA), effective on October 1, 2012 and amended on December 30, 2015, and the information privacy policies and practices of TES.

#### **GENERAL PRIVACY POLICY FOR STUDENTS, PARENTS, OR GUARDIANS**

The secrecy and protection of the data entrusted to TES is extremely important. TES strives to manage personal data in a responsible manner and according to the provisions of the PDPA and other applicable standards.

It is necessary for TES to collect certain personal data to carry out its academic mission and serve its community. TES recognizes its legal requirements and its responsibility to its community to ensure privacy and security through the implementation of sound policies and practices that safeguard personal data.

This notification is provided with the purpose of giving you full power and control over your personal data and ensuring your informed consent to the collection, processing, and use of your personal data. Therefore, please read the following information thoroughly before you provide your consent. This privacy notice will be available for you at all times on the TES website. The validity of the privacy notice shall extend to the later amendment published on the TES website. If you have any questions or concerns about TES policies for collection, processing, and use of personal data, please contact the TES CEO Office. The requirements and protections mandated by the PDPA may be referenced through the Ministry of Justice at <http://www.moj.gov.tw> and the National Development Commission at <https://www.ndc.gov.tw>.

#### **I. THE PURPOSE OF PERSONAL DATA COLLECTION**

TES collects personal data for the purpose of processing your application and the establishment and maintenance of the student information system if the application is accepted. Personal data will also be used to ensure our compliance with any applicable Republic of China regulations.

Personal data may also be used for the purposes of billing, fee collection, internal audit, research, meeting statutory obligations, and for the prevention and detection of fraud. Individual-identifying personal data will not be made public in any way without written permission.

After an applicant is accepted, personal data provided may be used by TES personnel for regular contact.



## II. THE CLASSIFICATION OF PERSONAL DATA

You will be asked to submit personal identifying data for the application process, including but not limited to full names, phone numbers, email addresses, physical addresses, passport information, visa or Republic of China residency permit information, family or marriage status, educational background, occupation, medical information, and other identifying information of the applicant and his/her parents or guardians.

## III. TIME PERIOD, AREA, TARGET, AND METHOD OF USING PERSONAL DATA

- (i) Time Period: The personal data submitted in the application process will be retained for a three-year time period. Personal information of enrolled students and their parents or guardians will be stored during their enrollment, and it will be retained in TES records for purposes of alumni communications and transcript requests for a ten-year time period.
- (ii) Area: The personal data will be collected, processed, and used by TES within the territory of the Republic of China.
- (iii) Target: TES will not transmit or transfer any personal data to other organizations, individuals, or private business, unless it is legally required upon request to cooperate with the investigation of a judicial authority, or TES has commissioned those entities to collect, process or use personal data on behalf of TES. If personal data is transmitted or transferred to third parties as a result of legal requirements or contractual obligations, TES will ensure that recipients of personal data employ the same level of personal data protection as required by law.
- (iv) Method: This data will be collected through the OpenApply database and stored digitally in the TES systems. Upon an applicant's acceptance, personal data may be transferred to additional systems within TES for the aforementioned purposes. All personal data will be used and protected in accordance with the PDPA.

## IV. YOUR RIGHTS UNDER THE PDPA

**You may exercise the following rights in accordance with Article 3 of the PDPA, including:**

- (i) You may raise any inquiry, request review, or duplication of your personal data. TES may charge you the necessary expenses incurred for such service.
- (ii) You may request TES to supplement or correct the personal data, but you should provide appropriate explanation.
- (iii) You may request TES to discontinue collecting, processing or using your personal data, and delete the personal data except for what may be necessary for TES to perform its legal duties or school operation under the relevant laws.

## V. YOU MAY CHOOSE NOT TO PROVIDE YOUR PERSONAL DATA

You may choose not to provide your personal data to TES. However, if you so choose, or request to discontinue collecting, processing, or using your personal data, or to delete your personal data, TES has the discretion to decide whether to accept your application or to terminate enrollment in future.

With the above privacy notice, I hereby acknowledge and understand TES' purposes and methods of collecting, processing, or using my personal data. By making an application, I am providing my written consent to the collection, processing, and use of my personal information. I also agree with any of TES' subsequent amendments to the privacy notice promulgated on the TES website.