

PLEASE READ THE FOLLOWING MESSAGE ON THE COLLECTION, PROCESS, AND USE OF PERSONAL DATA YOU ARE BEING ASKED TO SUBMIT IN THE TAIPEI AMERICAN SCHOOL (TAS) 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, process, and use of personal data. This consent covers both your application process and subsequent enrollment within TAS.

I agree that my consent to the collection, processing and use of personal data (including medical and health related information) may be recorded electronically, and I agree to sign electronically.

The personal data you submit is protected and regulated in accordance with the Republic of China's Personal Data Protection Act (PDPA), amended May 16, 2023, and the information privacy policies and practices of TAS.

GENERAL PRIVACY POLICY FOR STUDENTS, PARENTS, OR GUARDIANS

The secrecy and protection of the information entrusted to TAS is extremely important. TAS 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 TAS to collect certain personal data to carry out its academic mission and serve its community. TAS 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, process, 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 TAS website. The validity of the privacy notice shall extend to the later amendment published on the TAS website. If you have any questions or concerns about TAS policies for collection, process, and use of personal data, please contact the TAS Communications Office. The requirements and protections mandated by PDPA may be referenced through the Republic of China Ministry of Justice at <http://www.moj.gov.tw>.

I. THE PURPOSE OF PERSONAL DATA COLLECTION, PROCESSING AND USE

TAS collects, processes and uses 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 collected, processed and used to ensure our compliance with any applicable Republic of China regulations.

During your enrollment with TAS, personal data may also be collected, processed and used for the purposes of handling matters related to students' education or school life, school business and after-school activities on campus, including but not limited to billing, fee collection, internal audit, research, meeting statutory obligations, and for the prevention and detection of fraud. Personal data will also be collected, processed, and used for the purpose of safeguarding your health and well-being while during your tenure at TAS. 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 collected, processed and used by TAS 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, and other identifying data of the applicant and his/her parents or guardian. Once you are enrolled, further personal data will be collected, processed and used to the extent meet the purposes specified in Section I.

Personal data covered by this document also include medical/health information, healthcare data, records of physical examination, which may include, but is not limited to, details of medical conditions, allergies, medications, and any other health-related data.

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

(i) Time Period: If an application is declined, the personal data submitted will be retained for a three year time period for future applications. Personal data of enrolled students and their parents or guardians will be stored during their enrollment, and the data, including but not limited to contact information, academic records, and other information that may be required by laws will be retained in TAS records for purposes of alumni communications, transcript requests and school administration. As we deem TAS's alumni and parents/guardians as highly important to our school, we will not delete the family's personal data after students graduate from TAS, unless we receive your written request to do so.

(ii) Area: The personal data will be collected, processed, and used by TAS in the territory of Taiwan, except for situations provided in (iii) below.

(iii) Target: TAS will not transmit or transfer any private 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 TAS has contractual relationships with those entities. If personal data is transmitted or transferred to third parties as a result of legal requirements or contractual obligations, TAS will ensure that recipients of personal data employ the same level of personal data protection as required by law.

(iv) Method: The data will be collected through the online application system(s) and stored digitally in the TAS systems. Upon an applicant's acceptance, personal data may be transferred to additional systems within TAS for the purposes afore mentioned. All personal data will be used and protected in accordance with the Personal Data Protection Act.

IV. YOUR RIGHTS UNDER PDPA

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

(i) You may raise any inquiry, request review, or duplication of your personal data. TAS may charge you the necessary expenses incurred for such service.

(ii) You may request TAS to supplement or correct the personal data, but you should provide appropriate explanation.

(iii) You may request TAS to discontinue collecting, processing or using your personal data, and delete the personal data except for what may be necessary for TAS to perform its legal duties or school operation under the relevant laws, or in cases where there is justification not to delete the information. If you wish to exercise the aforesaid rights, you may make the request to admissions@tas.edu.tw .

V. YOU MAY CHOOSE NOT TO PROVIDE YOUR PERSONAL DATA

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

With the above privacy notice, we hereby acknowledge and understand TAS's purposes and methods of collecting, processing, or using our personal data. By making an application and/or registering and authenticating our identities through the electronic signature/record below, we are providing our written consent to the collection, process, and use of our personal data during the application process and subsequent enrollment with TAS. We also agree with any of TAS's subsequent amendments to the privacy notice promulgated on the TAS website.

We have reviewed above information and agree to the above terms and conditions.

Signatory [relationship to child dropdown]

Signature [signature and date]