

Advice on Collecting, Processing and Using Personal Data

Taipei American School ("TAS") hereby inform you that we will collect your and your child's personal data (including but not limited to name, gender, date of birth, phone number, email address, household address and other information), conduct processing and use of such data with respect to your inquiry about TAS and request for the school open house or tour. TAS is advising you of the following contents for your perusal in accordance with Personal Date Protection Act:

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

TAS collects, processes and uses personal data for the purpose of processing your inquiry about TAS and/or request for attending school open house or tour. Personal data will also be collected, processed and used to ensure our compliance with any applicable Republic of China regulations. Individual-identifying personal data will not be made public in any way without written permission.

After your request is received, personal data provided may be collected, processed and used by TAS personnel and our dedicated admissions team members will be in contact with you. We will also send you school related information.

2. THE CLASSIFICATION OF PERSONAL DATA

You will be asked to submit personal identifying data, including but not limited to name, gender, date of birth, phone number, email address, household address, and other identifying data of your child and his/her parents or guardian.

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

(i) Time Period: The personal data provided will be retained for a 5 year time period for school administration. We will not delete the family's personal data during this period, 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 system(s) and stored digitally in the TAS system(s). All personal data will be used and protected in accordance with the Personal Data Protection Act.

4. 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

5. YOU MAY CHOOSE NOT TO PROVIDE YOUR PERSONAL DATA

You may choose not to provide your personal data 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 inquire or process your request for attending the school open house or tour.

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 INQUIRE AND/OR APPLICATION 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 INQUIRE PROCESS AND SUBSEQUENT REQUEST WITH TAS. WE ALSO AGREE WITH ANY OF TAS'S SUBSEQUENT AMENDMENTS TO THE PRIVACY NOTICE PROMULGATED ON THE TAS WEBSITE.