



## TAS WEBSITE PRIVACY POLICY

Please read the following notice regarding the collection, processing, and use of personal data.

Taipei American School (“TAS”) hereby informs you that, for the purposes set forth below in Section 1, TAS will collect, process, and use personal data provided by you relating to: (a) you, whose personal data may include, without limitation, name, gender, date of birth, phone number, email address, household address, and other information; (b) your child, whose personal data may include the same categories listed above and will be collected only if your child applies for, enrolls in, or participates in TAS activities; and (c) other persons whose personal data is provided by you where you act as their agent on their behalf.

TAS advises you of the following matters for your perusal in accordance with the Personal Data Protection Act (“PDPA”):

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

TAS collects, processes, and uses personal data for the purposes of verifying and processing your inquiries about TAS and/or requests to visit the TAS campus or attend a school open house or tour; registration for and processing of TAS events or academies (such as summer academies); facilitating alumni and TAS community outreach activities, including event or gala invitations, school communications, and maintenance of donation acknowledgment lists; billing or fee collection; internal audits; research; prevention and detection of fraud; education management; and management of website activity records and user account administration. Personal data will also be collected, processed, and used to ensure compliance with applicable regulations of the Republic of China.

### **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 designated personal data according to the respective service you request through our website or application. In addition, TAS will collect user account information used to sign in and information regarding your interactions with this website and TAS applications.

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

(i) Time Period



If you are a TAS family applying to attend, or who has attended, TAS as a student, personal data relating to student information will be retained for the duration of the student's attendance at TAS and for up to an additional 18 years thereafter for school administration and TAS community contact purposes, provided that student transcripts will be retained for 70 years.

If you are not a TAS family, such as a visitor, personal data will be retained for up to 18 years from the date of collection for school administration purposes, unless a shorter retention period is required by applicable law or internal data minimization policies.

If you are TAS staff or faculty, personal data will be retained for up to 70 years from the date of collection to the extent required by applicable laws or for long-term school administration, archival, or TAS community contact purposes.

Notwithstanding the foregoing, personal data provided in connection with donations or gifts will be retained for 50 years.

TAS will not delete your or your family's personal data during the applicable retention period unless TAS receives your written request to do so, or unless retention of such personal data is no longer necessary for the purposes stated herein or required under applicable laws and regulations.

#### (ii) Area

Personal data will be collected, processed, and used by TAS within the territory of Taiwan, except as provided in item (iii) below.

#### (iii) Target

TAS will not transmit or transfer personal data to other organizations, individuals, or private businesses unless legally required to cooperate with an investigation by a judicial authority or where TAS has contractual relationships with such entities.

#### (iv) Method

Personal data will be collected automatically through your interactions with TAS's website and applications, and through your voluntary submission of relevant surveys or sign-up forms provided by TAS.

## **4. YOUR RIGHTS UNDER PDPA**

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

- (i) You may make inquiries and request access to or copies of your personal data. TAS may charge necessary costs incurred for such services.



- (ii) You may request that TAS supplement or correct your personal data, provided that you submit an appropriate explanation.
- (iii) You may request that TAS discontinue the collection, processing, or use of your personal data, or delete such data, except where retention is necessary for TAS to perform its legal obligations or school operations under applicable laws, or where there is a legitimate reason not to delete the data. If you wish to exercise the above rights, please submit your request to [admissions@tas.edu.tw](mailto: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 do so, or if you request discontinuation of the collection, processing, or use of your personal data, or deletion thereof, such choice may materially affect TAS's ability to process your inquiry, donation, or participation in school activities, open houses, or tours.

## **ACKNOWLEDGMENT AND CONSENT**

- With the above notice regarding the TAS Website Privacy Policy, I, for myself and on behalf of my child or principal, if any, hereby acknowledge that I have read and understand TAS's purposes and methods of collecting, processing, and using personal data.

By checking the above checkbox, making an inquiry or submitting an application on the TAS website, or authenticating our identities through electronic records, we provide our written consent to the collection, processing, and use of our personal data during the inquiry process and any subsequent requests with TAS.

Any subsequent amendments to this notice, as duly announced on the TAS website, shall apply prospectively, and continued use of TAS services after such announcement constitutes acknowledgment thereof.