

Personal Data Protection Regulation

Article 1 Purpose

This act is enacted to regulate the collection, processing and use of personal data so as to prevent harm to personality rights, and to facilitate the proper use of personal data.

Article 2 Scope

This provision applies to any party entrusted by government agencies or non-government agencies to collect, process or use personal data.

Article 3 Responsibilities and Authority

The Administration Department shall be responsible for the formulation and revision of the procedures under this policy.

Article 4 Operational Procedures

1. All departments must comply with the provisions of the *Personal Data Protection Act* when collecting, processing, and using personal data.
2. Personal data files provided by employees upon commencement of employment shall be archived and stored by the Administration Department in accordance with statutory retention periods.
3. All employees are required to sign the *Consent Form for Personal Data Inquiry*, thereby agreeing to and ensuring compliance with this policy during their tenure with the company.

4. To prevent theft, alteration, damage, loss, or leakage of personal data or personal data files, the company shall implement appropriate technical and organizational security measures.
5. Employees shall fulfill the duty of care as prudent administrators and shall not unlawfully collect, process, use, or disclose personal data of clients, suppliers, or other individuals. Any violation resulting in damage to the company or its responsible persons shall render the employee liable for compensation.
6. If an employee discovers improper use of personal data by others, they may submit a written complaint with specific facts to the Audit Office.
7. For detailed operational procedures, please refer to the *Personal Data Protection Operating Guidelines*. Any matters not covered by this policy shall be handled in accordance with relevant laws and regulations.

Article 5 Key Control Points

1. Personnel in each department shall ensure that the collection, processing, and use of personal data comply with the provisions of the *Personal Data Protection Act*.
2. Employee personal data files shall be properly maintained and stored by the Administration Department.
3. Employees must sign the *Consent Form for Personal Data Inquiry* to confirm their agreement and compliance with this policy.

Article 6 Reference Materials

1. Personal Data Protection Act
2. Personal Data Protection Operating Regulations

Article 7 Required Documents

Consent Form for the Inquiry and Provision of Personal Data