

	<p><b>TAIPEI EUROPEAN SCHOOL 台北歐洲學校</b></p> <p><b><i>POLICY for Personal Information Protection Act</i></b>  <i>(for Alumni Data)</i>  <b>Issue 1.0</b>  <b>Date: 15 March 2017</b></p>
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**PURPOSE OF POLICY**

As Taipei European School needs to collect, store, process and use personal information from you in conjunction with your joining our alumni system, we are hereby informing you of exactly what the laws requires of us and also what your rights and responsibilities are under this law.

**Introduction:**

Dear Sir/Madam,

Taipei European School places great emphasis on our ability to maintain our European culture and values whilst at the same time respecting the rules and laws of our host nation, Taiwan. Recently the Government introduced new laws and regulations regarding securing personal data. As Taipei European School needs to collect, store, process and use personal information from you in conjunction with your joining our alumni system, we are hereby informing you of exactly what the laws requires of us and also what your rights and responsibilities are under this law.

The statements below are provided as a requirement of the Personal Information Protection Act.

**Statement of Policy**

For various purposes in connection with your membership in our alumni system, we collect, process and use personal information (including but not limited to name, photo, date of birth, gender, nationality, education history, company/organization, occupation, address, email, contact information, and other information). Below are our policies for the use of this personal information:

***1. Purpose of collection, processing and use of personal information:***

We will keep personal information in strict confidence and use such personal information only to handle matters related to alumni communications.

***2. Period, area, object and method of usage:***

(1) As we deem TES' alumni as highly important to our school, we will not delete your personal information, unless we receive your written request to do so.

(2) The information will only be used in relation to the alumni related matters.



- (3) The information will be used by Taipei European School and the contractor of TES.
- (4) By automated machine or any other means by TES personnel or their contractors. .

**3. Your rights:**

According to Article 3 of the Act, you may exercise the following rights: inquire or request to review or make copies of your personal information, request to supplement or correct your personal information, request to stop collection, processing or use of, or to delete personal information.

If you wish to exercise the aforesaid rights, you may make the request via the Alumni Office (Tel: 02-81459007 ext. 1121).

Your personal information is provided at your sole discretion. However, if you are not willing to provide the requested personal information, TES shall not be able to accept your application, process your data in accordance with the school's needs for alumni communication and you will not be able to join the alumni community/system.

**ACKNOWLEDGEMENT**

I have been given sufficient time to review this Letter and understand TES's personal information usage policy.

I acknowledge and agree that Taipei European School is entitled to collect, process and use my personal information in connection with the alumni communications.