

# **Letter of Consent on Personal Information Collection and Informing Statement,** **Library of National Kaohsiung University of Hospitality and Tourism**

2016.11.01

Library of National Kaohsiung University of Hospitality and Tourism (hereinafter referred to as the Library) provides services pursuant to "Library Act", and hereby announces the following matters pursuant to Paragraph 1, Article 8 of "Personal Information Protection Act" (hereinafter referred to as PIPA), please read carefully.

## **I. Purpose of personal information collection**

In order to execute relevant businesses such as resources utilization and service promotion etc., the Library needs to collect reader's personal information.

## **II. Period and scope of utilizing personal information**

1. The Library will reasonably utilize reader's personal information during the duration of collection purpose or during the preservation period necessary for business execution, and the utilization area is unlimited.
2. The Library will utilize reader's personal information for executing all kinds of businesses under collection purpose, including providing personal information to relevant ally library (institution) to carry out interlibrary cooperation service, and all kinds of necessary contacts, notices, statistical analysis and remote backup due to business execution.

## **III. Type of personal information collected**

1. Due to business execution, personal information need to be collected by the Library include Chinese and English name, certificate number, identification card number, passport number, school department, date of birth, work unit, gender, unit department, identity category, contact number and address, and E-mail address etc., please refer to the contents of each business application form for details.
2. When using all kinds of Internet resource services provided by the Library, the Library and database manufacturer will use cookies to administrate and record all kinds of Internet resource services. Including recording track data such as IP address, file used and time etc.

## **IV. Provision of personal information**

1. Reader can freely choose whether or not to agree to provide relevant personal information, but if refuses to provide, the Library will not be able to provide relevant services.
2. Please provide correct, latest and complete personal information according to the requirement of each service, and if in case of any information change, please take the initiative to apply to the Library for correction.
3. In case of providing false, outdated, incomplete or misleading information, and thereby causing damage to relevant personal rights and interests, the Library will not bear relevant compensation responsibilities therefor.

## **V. Personal information confidentiality**

The Library will fulfill the responsibility for personal information protection. If reader's personal information are stolen, leaked, altered or infringed in other way due to natural disaster, incident

or other force majeure events, after finding out the reasons thereof, the Library will make announcement in an appropriate way, such as by telephone, through E-mail or website announcement etc.

#### **VI. Rights may be exercised by the concerned party regarding personal information**

Pursuant to Article 3 of PIPA, reader of the Library may exercise the following rights regarding the personal information preserved by the Library:

1. Ask for inquiry or reading.
2. Ask for providing duplicate copy.
3. Ask for supplement or correction.
4. Ask for stop collecting, handling, utilizing or ask for deletion, provided if it is necessary for the Library due to business execution, the Library may not do so as asked.

Should you intend to exercise the rights mentioned above, or have any suggestion, please contact the Library.

Tel.: 07-8060505#1246

#### **VII. Effect of letter of consent**

1. Upon signing, when you tick "I have read" and click on "Agree", it means you are willing to exercise the rights of consent granted by law in the way of electronic document, and it has the effect as written consent.
2. The Library reserves the rights to revise this letter of consent at any time, upon contents revision, it will be announced at the website of the Library. If you fails to propose objection or still continues to use relevant services of the Library within one month after the announcement, the Library will deem as that you have agreed and accepted the added or revised contents.

Yours truly,

National Kaohsiung University of Hospitality and Tourism