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國立中正大學圖書館
National Chung Cheng University Library

單位代辦臨時借書證個人資料蒐集告知聲明
Notice on the Collection of Personal Data for Temporary Borrower Card Applications Submitted by University Units

國立中正大學（以下簡稱本校）爲辦理單位代辦臨時借書證及相關讀者管理業務，依《個人資料保護法》第 8 條及第 9 條規定，向用卡人及申辦單位承辦人告知下列事項，請於提供或傳送申請資料前詳閱。

National Chung Cheng University (the “University”) provides this notice to cardholders and staff handling unit applications for temporary borrower cards and related patron management, in accordance with Articles 8 and 9 of the Personal Data Protection Act. Please read it before providing or transmitting application materials.

一、蒐集之目的
I. Purpose of Collection

090 消費者、客户管理與服務。辦理單位代辦臨時借書證申請、身分及資格查核、讀者帳號建置維護、製證、借閱與入館權限管理、領證及到期還書通知，並與申辦單位進行必要聯繫。

090 Consumer and customer management and services. To process applications submitted by University units; verify cardholders’ identity and eligibility; create and maintain patron accounts; produce cards; manage borrowing and library access privileges; send card pickup notices and reminders to return borrowed items by the end of the authorized period; and communicate as necessary with applying units.

二、蒐集之個人資料類別
II. Categories of Personal Data Collected

C001、C038、C051

三、個人資料利用之期間、地區、對象及方式
III. Retention Period, Geographic Area, Recipients and Methods of Use

（一）期間：本館留存之紙本、電子申請資料及製證照片於建檔後保存 1 年；IDM 讀者資料保存至服務關係終止後 5 年；公文檔案依本校檔案保存規定辦理。

(1) Retention period: Paper and electronic application materials and card photographs held by the Library are retained for one year after record creation; IDM patron data are retained until five years after the service relationship ends. Official records are retained under the University’s records retention rules.

（二）地區：中華民國境內。

(2) Geographic area: Within the Republic of China.

（三）對象：本校圖書館、申辦單位及辦理本項業務之必要人員，以及依法有權查核之機關。

(3) Recipients: The University Library, the applying unit, personnel necessary for handling this service, and authorities legally authorized to conduct inspections.

（四）方式：以公文或電子郵件傳送，並以自動化或非自動化方式辦理資格查核、讀者建檔、製卡、通知及服務權限管理；製證照片僅供製卡使用。

(4) Methods: Data are transmitted by official correspondence or email and handled by automated or non-automated means for eligibility verification, patron record creation, card production, notifications and service privilege management. Photographs are used solely for card production.

四、台端得行使之權利及方式
IV. Your Rights and How to Exercise Them

依個資法第 3 條規定，台端就本校保有之個人資料得行使下列權利：
Under Article 3 of the Personal Data Protection Act, you may exercise the following rights with respect to your personal data held by the University:

（一）查詢、請求閱覽或製給複製本；本校依法得酌收必要成本費用。
(1) To inquire about, review, or obtain copies of your personal data. The University may charge necessary costs as permitted by law.

（二）請求補充或更正；應依規定提出適當釋明。
(2) To request that your personal data be supplemented or corrected. Appropriate supporting explanations must be provided in accordance with applicable requirements.

（三）請求停止蒐集、處理或利用，及請求刪除；如有依法得拒絕或須繼續保存之情形，本校將依法處理並說明理由。
(3) To request cessation of the collection, processing or use of your personal data, and to request its deletion. Where the University may lawfully refuse a request or must continue to retain the data, it will handle the request in accordance with the law and explain its reasons.

行使方式：台端得親洽或以書面向本校圖書館服務與藝文推廣組綜合服務櫃檯提出申請；本校核對身分後，依個資法規定辦理。
How to exercise your rights: Submit an application in person or in writing to the General Service Counter of the Library’s Service and Arts Promotion Division. After verifying your identity, the University will process the application in accordance with the Personal Data Protection Act.

五、台端不提供個人資料所致權益之影響
V. Consequences of Not Providing Personal Data

台端得選擇是否提供相關個人資料。惟若拒絕提供辦證所必要之資料或製證照片，或所提供資料不完整、不正確，本校可能無法確認用卡人資格、建立讀者帳號、製作證件或辦理必要聯繫，致需補正資料或無法完成辦證及相關權限設定。
You may choose whether to provide the relevant personal data. However, if you decline to provide data or photographs required for card issuance, or if the information provided is incomplete or inaccurate, the University may be unable to verify the cardholder’s eligibility, create a patron account, produce a card, or make necessary contact. You may therefore be required to supplement or correct the information, or card issuance and associated privilege settings may not be completed.

六、個人資料來源及單位代辦告知
VI. Sources of Personal Data and Notice by the Applying Unit

用卡人資料由本人提供，或由申辦單位代爲提供；承辦人資料由承辦人填寫提供。申辦單位應於蒐集及送件前，將本聲明提供用卡人閱覽。
Cardholder data are provided by the cardholder or submitted by the applying unit on the cardholder’s behalf. Handling staff provide their own data. The applying unit shall provide this notice to the cardholder before collecting and submitting the application materials.

單位代辦國立中正大學圖書館臨時借書證申請表
Unit-Handled CCU Library Temporary Borrower Card Application

申辦單位 Applying Unit/Department	
申辦年月日 Application Date	_____／____／____(YYYY/MM/DD)
姓名： Name	行動電話： Mobile Phone
電子信箱： Email	
使用期間 Period of Use	起 From: _____／____／____ 訖 To: _____／____／____
製證照片 ID photo file (resolution: 400*600 pixels)	請在符合個資保護規範下，傳送用卡人肩部以上正面照片影像檔（解析度 400×600 dpi）至 admsjy@ccu.edu.tw。 Please send a shoulder-and-above, front-facing photo image (resolution 400×600 dpi) of the cardholder to admsjy@ccu.edu.tw in compliance with personal data protection.

用卡人身份包含（請勾選）/ Eligible Cardholder Categories (please check):

□ 兼任老師 / Part-time Lecturer	□ 客座人員 / Visiting Faculty
□ 訪問學者（1學期以上）/ Visiting Scholar (more than one semester)	□ 訪問學者（1學期以下）/ Visiting Scholar (less than one semester)
□ 學員 / Trainee	□ 交流生（1學期以下）/ Exchange Student (less than one semester)

承辦人（簽名）/ Handling Staff (Signature): _____	（分機）/ Ext.: _____

請申辦單位注意：

1. 不論您以公文交換或電子郵件（admsjy@ccu.edu.tw）方式，將用卡人資料擲送本館，皆請符合個資保護規範。

Whether you submit the cardholder's information via official correspondence or by email (admsjy@ccu.edu.tw), please comply with personal data protection regulations.

2. 請告知用卡人遵守本館使用及管理規則，並於申請期限屆滿前，通知用卡人歸

還所借圖書。

Please remind the cardholder to follow the Library's Rules of Use and Management, and to return all borrowed items before the end of the authorized period.

相關疑問，請洽分機 15112。/ For inquiries, please call ext. 15112.

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