

# **Taiwan Academy of Banking and Finance**

## **Notification of Collecting, Processing and Using Personal Information**

For the compliance of “Personal Information Protection Act” (the “Act”), Taiwan Academy of Banking and Finance (the “Academy”) provides the following items of “Notice of Collecting, Processing and Using Personal Information” in accordance with Article 8 and Article 9 of the Act, please read the following items carefully.

1. Name of Organization: Taiwan Academy of Banking and Finance

2. Purposes of Collecting Personal Information:

The Academy collects your personal information for the purposes of conducting research, education and training, conducting examination (either for the Academy itself or for other third parties), publishing books and other legally permissible business and its relevant activities.

3. Sources of Personal Information:

Apart from collecting directly, your personal information is collected from the Academy’s student database and the referrals from outside experts.

4. Classification of Personal Information:

Types of your personal information collected by the Academy are: Basic information and Professional skills information:

(1) Basic information:

Categories of personal information include personal identification, financial identification, identification for government information, personal characteristics and etc., details of which include: name, Taiwan, R.O.C. identification card number and other personal identification card number, date of birth, contacting information, employer, title, account number and etc.

(2) Professional skills information:

Categories of personal information include occupation, experience, writings, lecturing records, qualification and skills, professional specialty and etc.

5. Use of Personal Information:

(1) Period of using personal information:

Unless otherwise provided by law for the prescribed period of retaining personal information, the period of using personal information is the period necessary for the completion of the activities under the above-mentioned collecting purposes and the period necessary for the Academy to perform its business.

(2) Areas of using personal information:

Taiwan (including areas such as Penghu, Kinmen and Matsu) and non-Taiwan regions that are authorized by you to process and use your personal information.

(3) Entities of using personal information:

Apart from used by the Academy, other entities include the necessary collaborating partners for conducting the relevant activities under the above-mentioned collecting purposes and the supervisory government authorities.

(4) Methods of using personal information:

Any legal and reasonable methods for the completion of the activities under the above-mentioned collecting purposes.

6. You should ensure that the provided personal information is true and complete. If there are any errors or any correction is required to be made, you should provide relevant documentary evidence and submit it to the Academy for correction. If you cannot provide complete and correct the said personal information in time, you may not successfully participate every research, training and education, examination either held for Academy itself or other third parties, publish books and any other legally permissible business and its relevant activities conducted by the Academy. It may also lead to the unability to contact you in emergency cases, pay salary and send notification documents and etc. therefore may affect your interests and benefits thereafter.

7. You may make inquiry or request to review, make duplications, supplement or correct, demand suspension on collecting, processing or using, or demand the deletion, with respect to your personal information through contacting the Academy by the following contacting methods. You agree to use electronic document as the method for the written agreement as prescribed by the Personal Information Protection Act or other law and regulations.

(1) Telephone: (02)3365-3524 ; Fax: (02)2363-8285

(2) Website: <http://www.tabf.org.tw/Tabf/Default.aspx>

The Academy will adopt appropriate security measures to prevent personal information from being stolen, altered, damaged, destroyed or disclosed.