

## NCKU Library Personal Data Collection Agreement

According to the Personal Data Protection Act, National Cheng Kung University Library (hereinafter as NCKU Library) issues its statement of personal data protection and collection agreement to notify you of your responsibilities and rights and solicit your consent to the collection, processing and use of your personal data by NCKU.

**Once you check and sign your name on the service form, you will agree and accept the contents set forth in this statement.**

### I. Basic Data Collection, Renewal and Management

- (I) NCKU Library will collect, process, and use your personal data in accordance with the Personal Data Protection Act and relevant laws and rules enacted in Taiwan, the Republic of China.
- (II) Please provide your accurate, latest and complete personal data.
- (III) Your personal data collected by NCKU Library to facilitate its administration includes the information in the columns marked as required on the form.
- (IV) Please inform NCKU Library of any change to your personal data to maintain the latest information.
- (V) You may lose certain rights or benefits if you provide incorrect, untrue, outdated or incomplete information.
- (VI) According to the Personal Data Protection Act (ROC), you are entitled to make the following requests:
  - 1、 To check or review the collected data.
  - 2、 To receive a photocopy of the collected data.
  - 3、 To supplement or revise the collected data.
  - 4、 To cease the collection, processing or use of the collected data.
  - 5、 To delete the collected data.

However, NCKU Library may reject your requests in order to meet the administrative needs of its offices and institutes. Moreover, should you suffer any losses due to such requests, NCKU shall not be held responsible for any compensation.

### II. Purpose of Personal Data Collection

- (I) NCKU Library collects your personal data to meet the needs of library administration.
- (II) We will solicit your consent in a written form in advance before using your personal data to serve a purpose other than the one specified in Item (I) of this article. While you may refuse to provide your personal data to NCKU Library, you may lose certain rights or benefits as a consequence.
- (III) From this date onward, NCKU Library will use your personal data to handle the following matters:
  - 1. Services for collection and facilities of Media Center.
  - 2. Services for facilities of Library Conference Center.

### III. Basic Information Security

Should your personal information be stolen, disclosed, altered or infringed upon due to the violation of the Personal Data Protection Act by NCKU Library, the occurrence of any natural disasters, incidental changes or other unavoidable circumstances, NCKU Library shall inspect the cause and inform you by phone, mail, email or website notice.

### IV. Validity of Agreement

- (一) Your signature on this agreement indicates that you have read, understood and accepted its contents.
- (二) NCKU Library is entitled to amend the contents of this agreement, and any amendments will be publicized on the NCKU Library website. Should you disagree with any amendments, please exercise your right to request that NCKU Library discontinue to collect, process or use your personal data according to Item VI of Article I. Otherwise, you are considered to have agreed to the amendment.

### V. Governing Law and Jurisdiction

The interpretation and applicability of this agreement shall be governed by the law of the Republic of China. Any disputes arising out of or relating to this agreement shall be submitted to Tainan District Court as the court of the first instance jurisdiction.

*Note: The contents of this agreement were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.*

# NCKU Library Auditorium/Group Viewing Room Request

\* All fields are required. The request cannot be processed without the information.\*

Application Date :     /     /

<b>Department:</b>	<b>Instructor's Name :</b>	<b>Instructor's NCKU ID Card No.</b>
<b>E-mail Address :</b>	<b>Phone Number :</b>	<b>Number of Attendees :</b> <b>Room (No. of Attendees) :</b> <input type="checkbox"/> Auditorium ( 10-70 ) <input type="checkbox"/> G. V. Room (3-15)

**Course / Event:**

No.	Date (MM/DD/YYYY)	Start Time (e.g. 14:10)	End Time (e.g. 17:00)
1			
2			
3			
4			

**Equipment needed:**

DVD Player    
 Videocassette Recorder    
 PC    
 Microphone    
 Overhead Projector  
 Screen

ITEM	Viewing Title(s) (please obtain the title from WebPAC)	Accession Number (please obtain the number from WebPAC, e.g. 80006019)
1		
2		
3		
4		

1. Reservation for up to four hours can be made **one day ahead**, and four bookings could be made at one time. This request form has to be submitted to Circulation Desk to complete the request procedure.

2. The auditorium and group viewing rooms are for supporting NCKU curriculum, which requires using the Media Center collections. The course or presentation that does not require the materials of Media Center is not included in the library services.

3. If the damage is caused because of the improper use, the liability to pay compensation is required.

4. The instructor has to report to the service desk at the scheduled time, and the reservation will be held for 20 minutes. If the instructor will be absent during the section, he or she needs a designated person in charge.

\* I have read and agree to the above information.

I accept NCKU Library Personal Data Collection Agreement. Signature : \_\_\_\_\_

Confirmed by : \_\_\_\_\_ Director : \_\_\_\_\_

收件人 : \_\_\_\_\_ 鍵檔 : \_\_\_\_\_ 編號 : \_\_\_\_\_