

國立成功大學圖書館眷屬閱覽證申請表

NCKU Library Card Request Form for Faculty/Staff Family Members

證號(Card No.):

AI05002-007-3.3

眷屬姓名 Family's Name		生日 Date of Birth	____年__月__日 (yy/mm/dd)	性別 Sex	
身分證字號 ID/Passport No.		與申請人關係 (Relationship)			

申請人資料 Applicant's information

姓名 Name		職工編號 Staff ID No.	
服務單位 Department		聯絡電話 Contact Phone	(O) (H)
聯絡地址 Contact Address		No.	(Mobile)

下方資料由館員填寫 Library staff will fill out the following information.

	註記	辦證日期	有效日期	RFID NO.	經辦人	主管
辦 證 紀 錄	辦					
	辦					
	辦					
	辦					
	辦					
	辦					

- 眷屬證每5年須持原證續卡，證件遺失或損毀時，須依規定繳交200元遺失處理費。
Cardholders must renew this card every 5 years. Loss or damage of this card will result in a NT\$200 replacement charge.
- 持眷屬證者不得攜帶個人書物進入本館。
Cardholders are not permitted to bring any personal belongings into the library.

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 Library.

Signing your name at the end of this agreement indicates that you have read, understood and accepted the contents set forth below.

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- (V) You may lose certain rights or benefits if you provide incorrect, untrue, outdated or incomplete information.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 Library 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: Applying for a library card as the family member of NCKU faculty and staff, related statistical analysis, contacts and inquiries.

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, the occurrence of any natural disasters, incidental changes or other unavoidable circumstances, NCKU 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.

Signature:

Date: / /