

文件名稱 Document Name : 個人資料保護管理辦法 Regulations Governing the Personal Data Protection	編號 Document No. : GP-J603-01
	版次 Edition : A2

1. 目的 Objectives

為規範本公司保有個人資料之保護與管理，避免人格權受侵害，並促進個人資料之合理利用暨落實「個人資料保護法」等相關法令（以下簡稱個資法）規定，明確規範本公司蒐集、處理及利用個人資料之保護規定及程序，特訂定本辦法。

The company has enacted these Regulations in order to regulate the protection and management of the personal data held by the Company, to avoid infringement of moral rights, to facilitate the proper use of personal data and to implement the Personal Data Protection Act and other relevant laws and regulations (hereinafter referred to as the PDPA), as well as to clearly define the rules and procedures for the collection, processing and use of the personal data.

2. 適用範圍 Scope of Application

2.1 本公司員工、約聘（雇）人員及委外服務單位人員對任何個人資料之蒐集、處理及利用，均悉依本辦法規定處理。

The collection, processing and use of personal data by the Company's full-time employees, contracted (part-time) employees, and outsourced service providers shall be handled in accordance with the provisions of these Regulations.

2.2 本辦法適用於台灣地區，但如其他廠區對於台灣地區個人資料進行蒐集、處理或利用者，適用之。

These Regulations are applicable in Taiwan; however, they are applicable to the collection, processing and use of personal data in Taiwan by other plants.

2.3 台灣地區就其他廠區之外國籍個人資料進行蒐集、處理或利用者，適用之。

The collection, processing and use of personal data of citizens from other countries in Taiwan are applicable.

3. 定義 Definitions

本辦法所稱「個人資料」係指：個資法規範之用詞定義指自然人之姓名、出生年月日、護照號碼、特徵、指紋、婚姻、家庭、教育、職業、病歷、健康檢查、聯絡方式、財務情況、社會活動及其他以直接或間接方式識別該個人之資料，包括但不限於本公司、廠商、客戶之員工基本資料、聯絡資料或其他有關個人於公司業務活動所產生之相關資料。

The term “personal data” used in these Regulations refers to: a natural person's name, date of birth, passport number, physical characteristics, fingerprints, marital status, family information, education background, occupation, medical records, records of physical examination, contact information, financial conditions, social activities and any other information that may be used to directly or indirectly identify a natural person defined in the PDPA; including, but not limited to, basic employee information, contact information of the Company, suppliers, customers or other relevant information related to the individual's business activities with the Company.

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4. 權責 Authority and Responsibility

4.1 制訂規劃監督：

4.1.1 **總管理處**統整資源規劃個人資料保護機制。

The General Management Division organizes the resources to plan the personal data protection mechanism

4.1.2 **法務處**：負責制訂、修訂本辦法、個資法釋疑暨法規遵循。

Legal Affairs Division: In charge of formulating and amending these Regulations, interpreting and complying with the PDPA.

4.1.3 **資訊處**：維護個資安全維護管理系統、資安控管必要記錄保存。

Information Technology Division: Maintains the personal data security and maintenance system and keeps the necessary records for data security control.

4.1.4 **人力資源處**：個資安全教育訓練計畫規劃、執行。

Human Resources Division: Plans and implements personal data security education and training programs

4.1.5 **稽核處**：稽查個人資料安全之執行並就稽核結果提出改善建議。

Audit Division: Audits the implementation of personal data security and makes recommendations for improvement based on the audit results.

4.2 實施 Implementation：

4.2.1 中央各處及各事業群／處依各職務所需蒐集、處理、保存個人資料者，即屬於個人資料管理單位（以下稱個資管理單位）。

Personal data collected, processed and kept by central offices and each business group/division as required by their respective duties shall belong to the personal data management unit (hereinafter referred to as the personal data management unit).

4.2.2 個資管理單位應確實依本辦法及各準則管理個人資料。

The personal data management unit shall manage personal data in accordance with these Regulations and the guidelines.

4.2.3 各單位及員工在使用、利用個人資料時，應確實依本辦法及各準則執行。

When using or utilizing personal data, each unit and employee shall follow these regulations and guidelines.

4.2.4 個資管理單位有委託他人（下稱委託單位）蒐集、處理或利用個人資料之全部或一部時，委託單位視同個資管理單位。個資管理單位應對委託單位為適當之監督。

When a personal data management unit commissions another person (hereinafter referred to as the commissioning unit) to collect, process, or use all or part of personal data, the commissioning unit shall be deemed to be a personal data management unit. The personal data management unit shall appropriately supervise the commissioning unit.

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5. 作業程序 Operating Procedures

5.1 個人資料之蒐集、處理及利用 Collection, Processing and Use of Personal Data

5.1.1 個資管理單位對於個人資料之蒐集、處理或利用，應尊重當事人權益，依誠實及信用方法為之，不得逾越特定目的之必要範圍，並應與蒐集之目的具有正當合理之關聯。

The collection, processing and use of personal data shall be carried out in a way that respects the data subject's rights and interest, in an honest and good-faith manner, shall not exceed the necessary scope of specific purposes and shall have legitimate and reasonable connections with the purposes of collection.

5.1.2 蒐集當事人個人資料時，除有個資法第八條第二項例外免為告知之情形外，應明確告知當事人下列事項：

When collecting personal data, except for the circumstances that may be waived under Article 8, Paragraph 2 of the PDPA, the following information should be expressly informed to the subject:

5.1.2.1 公司及蒐集單位名稱。

The name of the company and the collecting entity.

5.1.2.2 蒐集之目的。

The name of the company and the collecting entity.

5.1.2.3 個人資料之類別。

The categories of the personal data to be collected.

5.1.2.4 個人資料利用之期間、地區、對象及方式。

The time period, territory, recipients and methods of which the personal data is used.

5.1.2.5 當事人依個資法得行使之權利及方式。

The data subject's rights under PDPA and the methods for exercising such rights.

5.1.2.6 當事人得自由選擇提供個人資料時，不提供將對其權益之影響。

The data subject's rights and interests that will be affected if he/she elects not to provide his/her personal data.

5.1.3 個資管理單位蒐集非由當事人提供之個人資料時，除有個資法第九條第二項規定得免為告知之情況外，應於處理或利用前向當事人告知(1)資料來源及(2)本辦法5.1.2.1~5.1.2.5所列之告知事項。前述告知，得於首次對當事人為利用時併同為之。(於本辦法施行前已蒐集者，應於本辦法施行日期起一年內完成本辦法5.1.3所列之告知)

Personal data management unit shall, before processing or using the personal data collected not provided by the data subject, inform the data subject of their source of data and other information specified in 5.1.2.1~5.1.2.5 of these Regulations, except

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for the circumstances that are exempted under Article 9, Paragraph 2 of the PDPA. The obligation to inform as prescribed in the preceding paragraph may be performed at the time of the first use of the personal data towards the data subject. (If the data were collected before the effective date of these Regulations, the notification listed in 5.1.3 shall be completed within one year from the effective date of these Regulations.)

- 5.1.4 個資管理單位應維護保有之個人資料之正確性，個人資料有誤或疏漏時，個資管理單位應主動或依當事人之請求更正或補充之。因可歸責於個資管理單位之理由，未為更正或補充之個人資料，應於更正或補充後，通知曾提供利用之對象。The personal data management unit shall ensure the accuracy of the personal data in its possession. If there are any errors or omissions in the personal data, the personal data management unit shall correct or supplement such data on its own initiative or upon the request of data subjects. If any failure to correct or supplement any personal data is attributable to the personal data management unit, the personal data management unit shall notify the persons who have been provided with such personal data after the correction or supplement is made.

- 5.1.5 其他情形 Other circumstances :

保有之個人資料 正確性有爭議者	應主動或依當事人 之請求	停止處理或利用	(1) 因執行職務或業務所必須並 (2) 註明該爭議或經當事人書面同意者除外
個人資料蒐集之 特定目的消失 或期限屆滿前		刪除、 停止處理或利用	因執行職務或業務所必須或經當事人書面同意者除外
不符合本辦法之 蒐集、處理或利用者		刪除、 停止蒐集、處理或利用	

The accuracy of personal data retained is in dispute	On its own initiative or upon the request of the data subject	Cease processing or using the personal data	(1) It is necessary for performing the duties or conducting the business, and (2) Except where the dispute is noted or it has been agreed to by the data subject in writing
When the specific purpose of data collection no longer exists, or upon expiration of the relevant time period		Delete or cease processing or using	Except where it is necessary for performing the duties or conducting the business, and where the dispute is noted or it has been agreed to by the data subject in writing
The collection, processing or use of personal data that is not in compliance with these Regulations		Delete, cease collection, processing, or using	

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5.1.6 任一個人資料之蒐集、處理、利用、更正、補正、刪除等均應確實記錄並保存該等紀錄。

The collection, processing, using, correction, amendment, and delete of any personal data shall be recorded and maintained.

5.2 當事人行使權利之處理 Processing of the Exercise of Rights by the Data Subject

5.2.1 當事人得對個資管理單位請求，就其蒐集之個人資料，答覆查詢、提供閱覽或製給複製本，並得依本辦法 5.1.4 及 5.1.5 提出請求。

Upon the request of a data subject, the management unit shall reply to the data subject's inquiry, allow the data subject to review the personal data collected, or provide the data subject with a copy thereof, and the data subject may also make a request in accordance with 5.1.4 and 5.1.5 of these Regulations.

5.2.2 當事人依 5.2.1 提出向個資管理單位提出請求時：

When the data subject makes a request to the personal data management unit in accordance with 5.2.1:

5.2.2.1 當事人應填具申請書為適當之說明並檢附相關證明文件。

The data subject shall fill out an application form with appropriate explanations and attach relevant supporting documents.

5.2.2.2 申請書及證明文件有缺漏者，經通知限期補正未補正者，或申請有個資法規定之除外之情況者，個資管理單位得以書面敘明原因駁回其申請。

If there are any omissions in the application form and supporting documents, the application has not been corrected after notification by the deadline, or the application has any exemptions as stipulated in the PDPA, the personal data management unit may reject the application by stating the reasons in writing.

5.2.2.3 受理請求查詢、提供閱覽或製給複製本，個資管理單位應於十五日內為准駁之決定；受理本辦法 5.1.4 及 5.1.5 之請求，個資管理單位應於三十日內為准駁之決定。前述各項期日必要時得予延長，並應將其原因書面通知當事人。

The personal data management unit shall make a decision on approval or refusal within fifteen days when it accepts a request for inquiry, viewing or copying; and within thirty days when it accepts a request under 5.1.4 and 5.1.5 of these Regulations. The aforesaid deadlines may be extended, if necessary, and the reasons thereof shall be notified in writing to the data subject.

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5.3 個人資料安全維護 Maintaining the Security of Personal Data

5.3.1 為防止個資被竊取、竄改、毀損、滅失或洩漏，個資管理單位應指定個人資料檔案安全維護人員，並應本辦法及要點辦理個人資料檔案安全維護事項。

In order to prevent personal data from being stolen, altered, damaged, destroyed or disclosed, the personal data management unit shall assign dedicated personnel to maintain the security of personal data and shall handle matters related to the security of personal data in accordance with these Regulations and guidelines thereof.

5.3.2 個人資料檔案應建立管理制度，分級分類管理；強化個人資料檔案資安系統，防止非法授權存取或使用以維護個人資料之隱私性，並得紀錄與保存個人資料流向。

Personal data files should be managed by establishing a management system and classifying them into different levels and categories. The security system for personal data files should be strengthened to prevent unauthorized access to or use of personal data, to maintain the privacy of personal data and to record and preserve the flow of personal data.

5.3.3 個資管理單位遇有個人資料遭人破壞毀損、作業不慎或有系統駭客攻擊等危安事件，應依公司風險管理辦法 (A9-001) 通報及進行緊急因應措施。

In the event that personal data is damaged or destroyed by others or if there is careless operation or system hacking, the personal data management unit shall notify and take emergency measures in accordance with the Regulations Governing Risk Management (A9-001) of the Company.

5.3.4 若發現個人資料被竊取、洩漏、竄改或其他侵害者，應查明後以適當方式通知當事人。

If personal data is found to have been stolen, disclosed, altered, or infringed by others, the Company shall notify the data subject by proper means after investigation.

5.4 個人資料安全稽核及改善 Personal Data Security Audit and Improvement

5.4.1 人力資源處持續施行宣導個人資料保護教育訓練。

The Human Resources Division continues to implement education and training on personal data protection.

5.4.2 個資管理單位及員工應嚴格遵循本辦法就個人資料保護之規定及程序。稽核處依內部稽核作業辦法 (A4-002) 執行年度稽核稽查個人資料保護之執行情況，適時提出糾正，如有違反規定者，得按相關規定提出懲處建議。

The personal data management unit and employees shall strictly follow the requirements and procedures for personal data protection under these Regulations. The Audit Division conducts annual audits in accordance with the Regulations Governing Internal Audit (A4-002) to verify the implementation of personal data protection and propose corrections as appropriate. In the event of a violation of the

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regulations is found, the Audit Office may make recommendations for punishment in accordance with the relevant regulations.

5.4.3 **總管理處**得主動召集規劃小組提出改善計畫。規劃小組為非常設性任務編組，含法務處、資訊處、人力資源處、稽核處。

The General Management Division is authorized to convene a planning team to propose improvement measures. The planning team is a non-routine task force that includes the Legal Affairs Division, the Information Technology Division, the Human Resources Division and the Audit Division.

6. 參考文件 References

個資管理單位（含委託單位）之人員違反本辦法之規定者，視其情節輕重，依照本公司獎懲作業管理辦法予以處分，本公司並將依法追究其民、刑事責任。

Any personnel in the personal data management unit (including commissioned units) who violates the provisions of these Regulations shall be punished in accordance with the Regulations Governing the Management of Rewards and Penalties adopted by the Company depending on the severity of the violation. The Company shall also pursue his/her civil and criminal liabilities in accordance with the law.

7. 其他 Others

7.1 本辦法如有未盡事宜，悉依個人資料保護法暨相關法令之規定辦理。

Any matters that are not covered in these Regulations shall be handled in accordance with the provisions of the Personal Data Protection Act and related laws and regulations.

7.2 本辦法之準則，依 4.1 權責訂之。

The Guidelines of these Regulations are established based on 4.1 Authority and Responsibility.

8. 實施 Implementation

本辦法經呈核准後，公布實施，修正時亦同。

These Regulations shall be promulgated and enforced after approval; the same applies to any amendments.