

為使 貴子弟得擔任本館之志工，我們需要您的同意，同時需要您協助 貴子弟在本館獲得正面的學習經驗。若您同意讓 貴子弟在本館擔任志工，請簽署這份同意書。

國立成功大學圖書館敬啟

國立成功大學圖書館志願服務家長（監護人）同意書

本人了解本人之子女_____有意擔任志工，在此同意他（她）被 貴館錄用後，於 貴館擔任志工。本人了解其將接受適當之引導與訓練課程，確保其工作安全及工作表現，同時他（她）必須達到該志願工作之所有工作要求，包括準時出席及遵守圖書館政策與規定，若因不遵守規定造成任何意外，本人願意自行負責。

此致

國立成功大學圖書館

家長（監護人）姓名：_____（簽章）

關 係：

家長身分證字號：

聯絡電話/手機：

日 期：

國立成功大學圖書館個人資料告知聲明及蒐集同意書

國立成功大學圖書館（以下簡稱本館）為蒐集、處理、利用個人資料，依個人資料保護法之規定，以本聲明及同意書向您行書面告知並徵求您同意。

當您於頁末簽名處簽署本同意書時，表示您已閱讀、瞭解並同意接受本同意書之所有內容。

一、基本資料之蒐集、更新及保管

- (一) 本館係依據中華民國「個人資料保護法」與相關法令之規範，蒐集、處理及利用您的個人資料。
- (二) 請提供您本人正確、最新及完整的個人資料。
- (三) 本館因執行業務所蒐集您的個人資料，如申請表所列各項個人資料填寫欄位。
- (四) 若您的個人資料有任何異動，請主動向本館申請更正，使其保持正確、最新及完整。
- (五) 若您提供錯誤、不實、過時或不完整或具誤導性的資料，您將可能損失相關權益。
- (六) 您可依中華民國「個人資料保護法」，就您的個人資料行使以下權利：
 - 1、查詢或請求閱覽。
 - 2、請求製給複製本。
 - 3、請求補充或更正。
 - 4、請求停止蒐集、處理或利用。
 - 5、請求刪除。

但本館各單位因執行職務或業務所必需者，本館得拒絕您上述之請求。且因您行使上述權利，而導致權益受損時，本館將不負相關賠償責任。

二、蒐集個人資料之目的

- (一) 本館係基於**圖書館管理需求**之特定目的而蒐集您的個人資料。
- (二) 當您的個人資料使用方式與本館蒐集的目的不同時，我們會在使用前先徵求您的書面同意，您可以拒絕向本館提供個人資料，但您可能因此喪失您的權益。
- (三) 自即日起本館於臺灣地區利用您的個人資料於辦理下列事項：
國中以上未滿十六歲者志願服務申請、確認身份、連絡及查詢。

三、基本資料之保密

本館如違反「個人資料保護法」規定或因天災、事變或其他不可抗力所致者，致您的個人資料被竊取、洩漏、竄改、遭其他侵害者，本館將於查明後以電話、信函、電子郵件或網站公告等方法，擇適當方式通知您。

四、同意書之效力

- (一) 當您簽署本同意書時，即表示您已閱讀、瞭解並同意本同意書之所有內容。
- (二) 本館保留隨時修改本同意書規範之權力，本館將於修改規範時，於本館網頁(站)公告修改之事實，不另作個別通知。如果您不同意修改的內容，請依上述第一條第六款向本館主張停止蒐集、處理及利用個人資料。否則將視為您已同意並接受本同意書該等增訂或修改內容之拘束。
- (三) 您自本同意書取得的任何建議或資訊，無論是書面或口頭形式，除非本同意書條款有明確規定，均不構成本同意條款以外之任何保證。

五、準據法與管轄法院

本同意書之解釋與適用，以及相關之爭議，均應依照中華民國法律予以處理，並以臺灣臺南地方法院為第一審管轄法院。

簽署人(簽名):

中華民國 年 月 日

To accept an application from your child to volunteer at the library your approval must be obtained. Meanwhile, your help is very important for your child to enjoy a positive experience. Please sign the agreement below if you agree to allow your child to volunteer in the library.

Parent/Guardian's Agreement of Volunteer Service

I understand and agree that my child _____ will volunteer in the library if he/she is accepted. I also understand that he/she will receive appropriate guidance and training courses to ensure his/her safety and performance at work. Meanwhile, he/ she must meet all requirements for volunteer work including punctual attendance and compliance with policies and rules of the library. I hereby accept full responsibility and risk for my child for any accident due to violation of rules at the library.

Signature of parent/ guardian:

Relationship:

ID number of parent/guardian:

Telephone/ cell phone number:

Date:

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.

Your signature below indicates that you have read, understood and accepted the contents set forth in this agreement.

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:
 - 6、 To check or review the collected data.
 - 7、 To receive a photocopy of the collected data.
 - 8、 To supplement or revise the collected data.
 - 9、 To cease the collection, processing or use of the collected data.
 - 10、 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. Volunteer application of those junior high school students under the age of 16, identity confirmation, contact and notification.
 - 2. Data filing and maintenance of those volunteer's parent or guardian.

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

- (四) Your signature on this agreement indicates that you have read, understood and accepted its contents.
- (五) 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 of Signature: _____