

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（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) 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。

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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: _____