TKU Personal Information Management Policy Declaration

Last Modified on September 28th, 2018

TKU Personal Management Policy Declaration

Tamkang University (Hereby referred to as TKU or University) is implementing the Personal Information Protection Act along with related laws and regulations for the protection of personal information while being managed. In order to reduce the risk of personal rights being infringed upon, the personal rights protection management system will continue to undergo modifications that will be noted and updated in the regulations description.

TKU Personal Rights Management Policy Declaration is as follows:

1. TKU must utilize specific and legal methods to collect all personal information.

2. In accordance with legally collected data, only the minimum amount of needed information should be obtained, never exceeding the necessary amount.

3. TKU will clearly notify implicated persons in the case that their personal information has been violated or misused by another party.

4. Personal data that has already been collected will undergo the appropriate and related measures of management.

5. All Personal information must be gathered fairly and lawfully.

6. TKU must maintain and manage listed personal information.

7. Personal information must be verified for accuracy and continually updated.

8. Personal information that has already been gathered will be saved until the legally appointed expiration date.

9. Implicated persons’ rights must be respected, including the right to review, request modify, copy, add, suspend or delete their own personal information.

10. The safety of all personal data must be ensured.

11. TKU will only transfer personal information internationally through lawful or government organizations.

12.  In the case of utilizing personal information without using the Personal Information Protection Act, the method must be lawful and appropriate.

13. When establishing or implementing a system of personal information, the Personal Information Protection Act must be implemented.

14. All members of related internal departments supervising and managing personal information, must utilize the system of the Personal Information Protection Act.

15. The duties of all members related to management and organization of personal information must be clearly stated.

This statement declaring the preservation of personal rights is of the utmost importance. All faculty members must have a clear understanding of the content therewithin for the sustained protection of all members’ rights at TKU.

Tamkang University

Personal Information Management Organizer

Respectfully, President Huan-Chao Keh