

**Ming Chuan University Announcement of Personal Information Collection and Usage Agreement
Related to Unit Employment Applications**

Ming Chuan University (MCU) adheres to the Personal Information Protection Act and notifies individuals of employment-related details as follows when we collect their personal data.

1. Purpose of Collecting Your Personal Data: MCU only collects, processes, and uses your personal data for the purposes of recruitment affairs and human resources management.
2. Personal Data Collection Categories: According to all the categories on the employment application form, MCU collects your name, date of birth, gender, ID number, resident address, mailing address, E-mail, contact number, emergency contact person and their contact number, education background, whether or not you hold indigenous people status, whether or not you hold a disability handbook, whether or not you hold your family member(s) work at MCU, job experience, language ability, professional certificates, and autobiography.
3. Limit of Personal Information Usage: Your personal information is only collected for recruitment affairs such as creation of recruitment forms, recruitment notification, and data analysis.
4. The period, places, and subjects of personal information usage: Your personal information is only collected for recruitment affairs. All the information will be kept at the university for six months and then destroyed. Once you receive a job offer from the university, all such procedures follow relevant regulations of MCU Guidelines for Personal Information Protection Management.
5. According to the Personal Information Protection Act (ROC), during the period of the university maintaining your employment application form, you are entitled to request checking, receiving a photocopy, revising, cease processing, cease using or deleting of your collected data. Please notify the relevant recruiting unit for these procedures.
6. You must freely choose to provide relevant personal information to the university. Should your personal information be incomplete, we may not be able to determine the accuracy of your personal information, notify you of recruitment-related information and may not be able to determine your employment competence.
7. When you provide other people's personal information to the university such as emergency contact person and family members' working status at MCU, please ensure that you have already notified them and that the university collects, processes, and uses their personal data in accordance with the relevant guidelines.

**I acknowledge and understand the terms of this announcement regarding Personal
Information Collection and Usage Agreement**

Signature : _____

Date of signing : _____YY_____月_____日