

隱私權政策 Privacy Policy

動作診斷暨復健工程實驗室&運動科學暨運動防護實驗室(MDRE-SSAT)

Movement Diagnosis and Rehabilitation Engineering & Sport Science and Athletics Training (MDRE-SSAT)

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「動作診斷暨復健工程實驗室（MDRE）」及「運動科學暨運動防護實驗室（SSAT）」（以下合稱**MDRE-SSAT**）為國立臺灣科技大學（NTUST）旗下之研究單位，並依循本校之治理架構、資訊安全規範及個人資料保護相關法規辦理各項研究及行政業務。

因此，MDRE-SSAT 所蒐集、處理及利用之各類個人資料皆完全遵循下列規範：

- 中華民國《個人資料保護法》(PDPA)
- 國立臺灣科技大學《個人資料保護管理政策》(PIMS-A-001)
- 本校個人資料管理制度 (PIMS) 及相關內部作業流程
- 本校人體研究倫理審查 (IRB) 及研究治理規範

由於 MDRE-SSAT 並非獨立法人，故國立臺灣科技大學為個人資料之正式管理者 (data controller)，本研究單位於本校授權與監督下執行相關之個人資料處理與研究活動。

因此，研究參與者之所有權利與本校之法定責任，同樣適用於 MDRE-SSAT 所進行之各項研究。

以下提供之 **國立臺灣科技大學《個人資料保護管理政策》(PIMS-A-001 全文**，即為 MDRE-SSAT 在處理個人資料時所遵循之正式隱私政策。

本文件之中英版本如有任何不一致或歧異之處，均以中文版本為準。

The Movement Diagnosis and Rehabilitation Engineering & Sport Science and Athletics Training laboratories (collectively referred to as MDRE-SSAT) are research units operating under the National Taiwan University of Science and Technology (NTUST). As part of NTUST, MDRE-SSAT follows the University's governance structure, information security requirements, and all regulations related to personal data protection.

Accordingly, all personal data collected, processed, or used by MDRE-SSAT are handled in full compliance with:

- The [**Personal Data Protection Act \(PDPA\)**](#) of Taiwan
- NTUST's [**Personal Data Protection Management Policy \(PIMS-A-001\)**](#) (Only available in Chinese)
- NTUST's internal Personal Information Management System (PIMS) and related procedures
- All University-approved ethical review and research governance requirements

Because MDRE-SSAT is not a separate legal entity, NTUST is the official data controller, and MDRE-SSAT conducts data handling activities under NTUST's authority and supervision.

This means that the rights of research participants and the responsibilities of the University apply equally to all MDRE-SSAT research projects.

The NTUST **Personal Data Protection Management Policy (PIMS-A-001)** is provided below and constitutes the official privacy policy governing all personal data activities conducted within MDRE-SSAT.

If any inconsistency exists between the English and Chinese versions of this document, the Chinese version shall prevail.

個人資料保護管理政策 PIMS-A-001

Personal Data Protection Management Policy (PIMS-A-001)

國立臺灣科技大學(以下簡稱本校)為落實個人資料之保護及管理並符合「個人資料保護法」(以下簡稱個資法)之規定，特訂定「個人資料保護管理政策」(以下簡稱本政策)。本校個人資料保護管理之目標如下：

- 1、依「個人資料保護法」、「個人資料保護法施行細則」、BS10012 國際標準與本校個人資料管理制度(Personal Information Management System，以下簡稱PIMS)之規定，保護個人資料蒐集、處理、利用之過程。
- 2、為保護本校業務相關個人資料之安全，免於因外在威脅，或內部人員不當之管理與使用，致遭受竊取、竄改、毀損、滅失或洩漏等風險。
- 3、提升對個人資料之保護與管理能力，降低營運風險，並創造可信賴之個人資料保護及隱私環境。
- 4、定期針對個人資料流程進行風險評鑑，鑑別可承受風險等級。

To effectively protect and manage personal data and comply with the Personal Data Protection Act (PDPA) of Taiwan, the National Taiwan University of Science and Technology (hereinafter “the University”) hereby establishes this Personal Data Protection Management Policy (“the Policy”). The objectives of personal data protection and management at the University are as follows:

1. To protect the processes of collecting, processing, and using personal data in accordance with the PDPA, its Enforcement Rules, the BS10012 international standard, and the University’s Personal Information Management System (PIMS).
2. To ensure the security of personal data associated with university operations and prevent risks such as theft, alteration, damage, loss, or leakage resulting from external threats or improper internal management or use.
3. To enhance the University’s ability to protect and manage personal data, reduce operational risks, and establish a trustworthy environment for personal data protection and privacy.

4. To regularly assess risks associated with personal data processing workflows and determine acceptable risk levels.

1. 個個人資料之蒐集與處理 Collection and Processing of Personal Data

本校因業務所需取得或蒐集之包括但不限於個人之姓名、出生年月日、國民身分證統一編號(護照號碼)、特徵、指紋、婚姻、家庭、教育、職業等個人資料，應遵循我國個人資料保護法等法令，不過度且符合目的、相關且適當並公平與合法地從事個人資料之蒐集與處理。且依個資法第5條規定，對於個人資料之蒐集、處理或利用，應尊重當事人之權益，依誠實及信用方法為之，不得超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 University may collect or obtain personal data necessary for its operations, including but not limited to name, date of birth, national identification number (or passport number), characteristics, fingerprints, marital status, family, education, occupation, and other personal information. Such collection and processing must comply with the PDPA and other relevant regulations, ensuring that data is collected legally, fairly, appropriately, and in a manner not excessive relative to the stated purpose.

In accordance with Article 5 of the PDPA, the rights and interests of the data subject must be respected. Personal data may not be collected, processed, or used beyond what is necessary for the specified purpose, and the data must have a legitimate and reasonable connection with that purpose.

2. 個個人資料之利用及國際傳輸 Use and International Transfer of Personal Data

2.1 本校於利用個人資料時，除需依個資法之特定目的必要範圍內為之外，如需為特定目的以外之利用時，將依據個資法第16條之規定辦理；倘有需取得當事人之書面同意之必要者，本校應依法取得當事人之書面同意。

2.2 本校所蒐集、處理之個人資料，應遵循我國個資法及本校個人資料管理制度之規範，且個人資料之使用為本校業務所需，方可為本校承辦同仁利用。

2.3 本校取得之個人資料，如有進行國際傳輸之必要者，定謹遵守個資法第21條及相關規定且不違反國家重大利益、不以迂迴方法向第三國傳遞或利用個人資料規避個資法之規定等原則辦理。又，倘國際條約或協定有特別規定或資料接受國對於個人資料之保護未有完善之法令致有損害當事人權益之虞者，本校將不進行國際傳輸，以維護個人資料之安全。

2.1 When using personal data, the University must do so only within the necessary scope of the specific purpose as defined by the PDPA. If data must be used for purposes beyond those originally specified, the University will comply with Article 16 of the PDPA. Where written consent from the data subject is legally required, such consent will be obtained.

2.2 Personal data collected and processed by the University must comply with the PDPA and the University's PIMS requirements. Only personnel responsible for University operations may use such data.

2.3 If international transfer of personal data is necessary, the University will strictly comply with Article 21 of the PDPA and related regulations. Personal data must not be transferred in a manner that harms national interests or uses indirect means to circumvent the law. If international treaties or the data-receiving country lack adequate personal data protection laws and may harm the rights of data subjects, the University will not conduct international transfers to safeguard data security.

3. 個個人資料之調閱與異動 Access and Modification of Personal Data

當本校接獲個人資料調閱或異動之需求時，應依個資法及本校所訂之程序，於合法範圍內進行當事人之個人資料調閱或異動，且不得預先拋棄或以特約限制之：

- 3.1 檢查或請求閱覽(依個資法第14條規定得酌收必要成本費用)。
- 3.2 請求製給複製本(依個資法第14條規定得酌收必要成本費用)。
- 3.3 請求補充或更正。
- 3.4 請求停止蒐集、處理或利用。
- 3.5 請求刪除。

When the University receives a request to access or modify personal data, it must follow PDPA requirements and University procedures, and may only proceed within the legal scope. The rights below may not be waived or restricted by contract:

- 3.1 Request to inquire or review personal data (a necessary processing fee may be charged under Article 14 of the PDPA).
- 3.2 Request to obtain a copy (a necessary processing fee may be charged under Article 14).
- 3.3 Request to supplement or correct data.
- 3.4 Request to stop the collection, processing, or use of data.
- 3.5 Request deletion of data.

4. 個個人資料之例外應用 Exceptions for the Use of Personal Data

4.1 本校因業務上所擁有之個人資料負有保密義務，除當事人之要求查閱或有下列情形外，應符合個資法第 16 條及相關法令規定，並以正式公文註明查閱之法律依據查詢外，本校不得對第三人揭露：

4.1.1 司法機關、監察機關或警政機關依法律明文規定或為增進公共利益因偵查犯罪或調查證據所需者。

4.1.2 其他政府機關因執行公權力依法律明文規定或為增進公共利益並有正當理由所需者。

4.2 本校對個人資料之利用，除個資法第 6 條第 1 項所規定資料外，應於蒐集之特定目的必要範圍內為之。但有下列情形之一者，得為特定目的外之利用：

4.2.1 法律明文規定。

4.2.2 為維護國家安全或增進公共利益所必要。

4.2.3 為免除當事人之生命、身體、自由或財產上之危險。

4.2.4 為防止他人權益之重大危害。

4.2.5 公務機關或學術研究機構基於公共利益為統計或學術研究而有必要，且資料經過提供者處理後或蒐集者依其揭露方式無從識別特定之當事人。

4.2.6 有利於當事人權益。

4.2.7 經當事人書面同意。

4.1 The University has a duty to keep personal data confidential. Unless requested by the data subject, or under the following legally specified circumstances—with official documentation stating the legal basis for the request—the University shall not disclose personal data to third parties:

4.1.1 Requests by judicial, supervisory, or police authorities, as expressly required by law, or for the purpose of enhancing public interest through criminal investigation or evidence-gathering.

4.1.2 Requests by other government agencies exercising public authority, as expressly required by law or justified by public interest.

4.2 With the exception of the special categories of data specified in Article 6, Paragraph 1 of the PDPA, personal data must be used within the necessary scope of the original specified purpose. However, data may be used outside the specified purpose under the following conditions:

- 4.2.1 When required by law.
- 4.2.2 When necessary for national security or to promote public interest.
- 4.2.3 When necessary to prevent danger to the data subject's life, body, freedom, or property.
- 4.2.4 When necessary to prevent major harm to the rights of others.
- 4.2.5 When required by government agencies or academic institutions for statistical or academic research in the public interest, and the data has been de-identified such that the data subject cannot be identified.
- 4.2.6 When the use benefits the rights and interests of the data subject.
- 4.2.7 When written consent has been obtained from the data subject.

5. 個個人資料之保護 Protection of Personal Data

5.1 本校已成立個人資料保護推動委員會，明確定義相關人員之責任與義務。

5.2 本校已建立與實施個人資料管理制度(PIMS)，以確認本政策之實行；本校應遵循個人資料管理制度之規範與個資法相關規定之要求，均有完整之個資法或隱私權保護之教育訓練，並定期審查 PIMS 之運作。

5.3 為防止個人資料被竊取、竄改、毀損、滅失或洩漏，本校應成立個人資料保護工作小組，並依相關法令規定辦理個人資料檔案及個人資料清冊安全維護及更新事項。

5.4 為確保所有個人資料安全及正確性，應強化個人資料檔案資訊系統之存取安全，防止非法授權存取，維護個人資料之隱私性，應建立安全保護機制與管理規範，並定期查核。

5.5 當特定目的消失或保存期限屆滿時，將依本校規定辦理停止處理、利用或刪除作業。

5.6 個人資料檔案儲存於個人電腦者，應於該電腦設置可辨識身分之登入通行碼，並視業務及重要性，考量其他輔助安全措施。

5.7 個人資料輸入、輸出、存取、更新、銷毀或分享等處理行為，應規範使用範圍、調閱或存取權限。

5.8 本校如遇有個人資料檔案發生遭人惡意破壞、毀損或作業不慎等安全事件，應進行緊急因應措施，並依本校之通報程序辦理。

5.9 本校係以嚴密之措施、政策保護當事人（包含未成年人）之個人資料。本校之委外廠商或合作廠商與本校含有個人資料業務合作時，應簽有保密協議，使其充分知悉個人資料保護之重要性及洩露個資相關之法律責任，倘有違反保密義務之情事者，將受嚴格之內部懲處或嚴重之違約求償，並追究其民、刑事法律責任。

5.1 The University has established a Personal Data Protection Promotion Committee, with clearly defined responsibilities and obligations for relevant personnel.

5.2 The University has established and implemented a Personal Information Management System (PIMS) to ensure enforcement of this Policy. All personnel must comply with PDPA-related regulations, receive complete training on data protection and privacy, and participate in regular PIMS reviews.

5.3 To prevent theft, alteration, damage, loss, or leakage of personal data, the University shall establish a Personal Data Protection Working Group and maintain data files and inventories in accordance with relevant regulations.

5.4 The University shall strengthen access security mechanisms for information systems that store personal data, prevent unauthorized access, and establish proper security management procedures. Regular audits shall be conducted.

5.5 When the specific purpose of data collection no longer exists or the retention period expires, the University shall cease processing and use of the data or delete it in accordance with established procedures.

5.6 For personal data stored on individual computers, identity-based login credentials must be implemented. Additional measures may be required depending on operational needs and data sensitivity.

5.7 Input, output, access, modification, destruction, or sharing of personal data must be governed by clearly defined usage boundaries and access permissions.

5.8 If personal data files are maliciously damaged, altered, or compromised due to operational errors or security incidents, the University shall immediately take emergency measures and follow the reporting procedures.

5.9 The University protects the personal data of all data subjects—including minors—through strict measures and policies. Any contractors or collaborating entities handling personal data must sign confidentiality agreements and acknowledge related legal responsibilities. Violations may result in disciplinary action, contract penalties, or civil/criminal liabilities.

6. 互動關係人之參與及期許 Participation and Expectations of Stakeholders

本校個人資料保護及管理相關議題應於個人資料保護推動委員會會議報告，涉及重大議案應提報主管機關(教育部)或互動關係人，如有任何回饋事項，將列入下次會議之討論議題。

Personal data protection issues must be reported during committee meetings. Major proposals must be submitted to the Ministry of Education or involved stakeholders. Feedback will be included in future meeting discussions.

7. 個個人資料保護政策之修正權 Right to Amend the Policy

本政策應每年定期或因時勢變遷、法令修正等事由，予以適當修訂，並提送本校個人資料保護推動委員會審議通過後公告實施。

The Policy shall be regularly reviewed annually or revised when necessary due to changes in circumstances or laws. Amendments shall take effect after approval by the Personal Data Protection Promotion Committee.

聯絡資訊Contact Information

若您對本隱私權政策、您的個人資料，或欲行使您的相關權利有任何疑問，請聯絡MDRE-SSAT的主要研究者。

If you have any questions about this Privacy Policy, your personal data, or wish to exercise your rights, please contact the MDRE-SSAT's Principal Investigators.

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