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## 耀登科技股份有限公司 修訂履歷表

## Auden Techno Corp. Revised Resume

版本 版次 Version / Edition	修訂日期 Date of revision	修改內容 Renovate the contents	制/修訂 頁次 Formulation / Revision page	制訂日期(Date of enactment) : 2011/04/08		
				制訂 Formulate	審核 Audit	核准 Approved
C0	2013/04/08	新訂 Newly formulated	全部 All	劉漢婷 Hanni Liu	董思哲 Thmos Tung	張玉斌 Daniel Chang
D0	2019/12/05	重訂 Revision	全部	羅佩蓉 Stella Ro	溫文聖 Sam Wen	張玉斌 Daniel Chang
D1	2021/01/13	修正文件編號 Correct file number 個人資料使用同意書 (A221-047-01) Personal Data Usage Consent Form	1-3	羅佩蓉 Stella Ro	溫文聖 Sam Wen	張玉斌 Daniel Chang
D2	2021/11/10	修正文件編號 Correct file number 個人資料使用同意書 (LA0008TC) Personal Data Usage Consent Form	1-3	羅佩蓉 Stella Ro	林瑞娟 Daisy Lin	張玉斌 Daniel Chang
D3	2024/12/26	全文及表單新增英文翻譯 Added English translations for full text and using forms.	1-5	黃茜琳 Katherine. Huang	林瑞娟 Daisy Lin	張玉斌 Daniel Chang

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## 1 目的：

### Purpose

為規範個人資料之蒐集、處理及利用，以避免人格權受侵害，並促進個人資料之合理利用，特制定本辦法。

These measures are formulated to regulate the collection, processing and use of personal data, to avoid infringement of personality rights and to promote the reasonable use of personal data.

## 2 範圍：

### Applicability

有關個人資料之蒐集、處理及利用。

Regarding the collection, processing and use of personal data.

## 3 定義：

### Definition of noun

- 3.1 個人資料：指自然人之姓名、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、病歷、醫療、基因、性生活、健康檢查、犯罪前科、聯絡方式、財務情況、社會活動及其他得以直接或間接方式識別該個人之資料。

Personal information: refers to a natural person's name, date of birth, unified national identity card number, passport number, characteristics, fingerprints, marriage, family, education, occupation, medical records, medical treatment, genes, sexual life, health examination, criminal record, Contact information, financial information, social activities and other information that can directly or indirectly identify the individual.

- 3.2 個人資料檔案：指依系統建立而得以自動化機器或其他非自動化方式檢索、整理之個人資料之集合。

Personal data file: refers to a collection of personal data that is retrieved and organized by automated machines or other non-automated methods based on system creation.

- 3.3 蒐集：指以任何方式取得個人資料。

Collection: refers to obtaining personal information by any means.

- 3.4 處理：指為建立或利用個人資料檔案所為資料之記錄、輸入、儲存、編輯、更正、複製、檢索、刪除、輸出、連結或內部傳送。

Processing: means the recording, input, storage, editing, correction, copying, retrieval, deletion, output, linking or internal transmission of data for the purpose of creating or utilizing personal data files.

- 3.5 利用：指將蒐集之個人資料為處理以外之使用。

Utilization: refers to the use of collected personal information other than processing.

- 3.6 國際傳輸：指將個人資料作跨國（境）之處理或利用。

International transfer: refers to the cross-border processing or use of personal data.

- 3.7 當事人：指個人資料之本人。

Party: refers to the person of the personal data.

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#### 4 權責：

##### Authority

##### 4.1 各部門主管負責日常監督。

The heads of each department are responsible for daily supervision.

##### 4.2 所有員工皆負個人資料保護之責。

All employees are responsible for the protection of personal data.

#### 5 作業內容：

##### Contents of Operation

##### 5.1 公司對個人資料(含員工、客戶、廠商...等所有自然人)之蒐集、處理或利用，應本著尊重當事人之權益，依誠實信用方法為之，不可逾越特定目的或相關正當合理的範圍內蒐集。

The company shall collect, process, or use personal data (including that of employees, customers, suppliers, and all other natural persons) with respect for the rights and interests of the data subjects. Such activities shall be conducted in good faith and shall not exceed the specific purpose or the relevant and reasonable scope of collection.

##### 5.2 人資單位於進行人員招募或任用時，需請應徵人員填寫『個人資料使用同意書 (LA0008TC)』或，表示已閱讀、瞭解、並同意接受同意書之所有內容及其後修改變更之規定；未填寫者將停止任用流程。

When conducting recruitment or employment processes, the HR department shall request applicants to complete the "Personal Data Consent Form (LA0008TC)" or confirm that they have read, understood, and agreed to all the terms of the consent form, including any subsequent amendments. Applicants who fail to complete the form will have their recruitment process terminated.

##### 5.3 各單位因公務作業所需使用個人資料，如逾越個資當事人已授權使用『個人資料使用同意書 (LA0008TC)』之範圍時，使用單位需親自以書面、傳真、電子文件或其他適當方式，明確告知蒐集個人資料之類別、目的、利用對象、方式、期間及地區，徵得當事人同意並回覆後始得為之。

If a department needs to use personal data for official business purposes beyond the scope authorized by the "Personal Data Consent Form (LA0008TC)," the department must clearly inform the data subject in writing, by fax, electronic document, or other appropriate means. The notification must specify the category of personal data collected, the purpose, intended recipients, method, duration, and location of use. The department may proceed only after obtaining and receiving the data subject's consent.

##### 5.4 經授權同意交換個人資料時：

When exchanging personal data with authorized consent:

##### 5.4.1 使用電子信箱資料傳輸時：嚴禁在郵件本文中直接鍵入個人資料，須以附加檔案加密碼保護方式傳輸並留存追查紀錄。

When transmitting personal data via email: It is strictly prohibited to input personal data directly into the

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email body. The data must be transmitted as an encrypted file attachment, with a password, and a record of the transmission must be retained for tracking purposes.

#### 5.4.2 使用紙本類文件資料傳輸時：文件需以密封或其他安全方式進行傳遞交換工作。

When transmitting personal data in paper documents: The documents must be delivered and exchanged in a sealed or other secure manner.

#### 5.5 禁止人員在社群網站、部落格、公開論壇或其他利用網際網路形式公開業務所知悉之個人資料或使用即時通訊軟體、非公司信箱傳輸及存取個人資料檔案。

Employees are prohibited from disclosing personal data obtained through business operations on social media, blogs, public forums, or any other internet-based platforms. Additionally, the use of instant messaging software, non-company email accounts, or other unauthorized means to transmit or access personal data files is strictly forbidden.

#### 5.6 員工個人資料若非經資料當事人之書面同意或經法令規定許可，不得任意揭露、販售或用於蒐集時的特定目的以外之用途。

Employees' personal data shall not be disclosed, sold, or used for purposes other than those specified at the time of collection without the written consent of the data subject or as permitted by law.

#### 5.7 以電腦處理個人資料時，需核對個人資料之輸入、編輯、輸出或更正是否與原件相符。個人資料提供利用時，對資料相符與否如有疑義，應調閱原始檔案查核。

When processing personal data using a computer, the input, editing, output, or correction of personal data must be verified for consistency with the original records. If there are any doubts regarding the accuracy of the data during its use, the original files should be retrieved for verification.

#### 5.8 如甲方資料有所變更，亦必須立即通知乙方，否則，甲方將可能無法獲得乙方所提供之服務與相關權益保障。

If Party A's information changes, Party A must immediately notify Party B. Failure to do so may result in Party A being unable to receive the services and related rights and protections provided by Party B.

#### 5.9 個人資料外洩(竊取、洩露、竄改或其他侵害事件)處理：

如有違反「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，致員工個人資料被竊取、洩漏、竄改、遭其他侵害者，外洩單位應於查明後以電話、電子郵件、信函、傳真或其他足以使當事人知悉的方式，通知個人資料受外洩項目、產生之影響及已採取之因應措施。

Handling of personal data leakage (theft, leakage, tampering or other infringement incidents):

If there is a violation of the "Personal Data Protection Act" or due to natural disasters, accidents or other force majeure, and the employee's personal information is stolen, leaked, tampered with or otherwise infringed upon, the leaking unit shall contact the company by phone or electronic mail after identification. Email, letter, fax, or other means sufficient to make the parties aware of the leaked items, the impact, and the countermeasures that have been taken.

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5.10 本辦法經 總經理核准後實施，修正時亦同。

The regulations will be implemented after approval by the general manager, and the same applies when revised.

## 6 參考文件：

Related Documents

### 6.1 個人資料保護法

Personal Data Protection Act

### 6.2 個人資料保護法施行細則

Enforcement Rules of the Personal Data Protection Act

## 7 使用表單：

Using Forms

### 7.1 個人資料使用同意書 (LA0008TC)

Personal Data Usage Consent Form