

# **Privacy Protection and Information Security Policy for The Central Academic Advisory Committee and The Department of Academic Affairs and Instrument Service**

Dear Friends:

Welcome to the website of the Central Academic Advisory Committee and the Department of Academic Affairs and Instrument Service, Academia Sinica (the Website)! In order to protect and respect your privacy while browsing the Website, we have established the following privacy protection and information security policy.

To help you understand how our website protects your privacy and how we collect, process, use and secure the personal information you provide while you use our website, please read the following carefully.

## **1. Scope of Application**

This policy applies only to the collection, processing, use, and security of your personal information while you use the Website's services and relevant websites provided by Central Academic Advisory Committee and Department of Academic Affairs and Instrument Service, Academia Sinica. The said policy does not apply to your activities on a different website connected with this website.

## **2. Collection, Processing, and Use of Personal Information**

- a. The Website will not collect your personal data, except for automatic server recordings described in Subsections "b" and "c" while you browse or download documents from the Website.
- b. The Website will record information including but not limited to the user IP address, time of access and web pages browsed within the Website. The data is used for such specific purposes as the protection of onsite information, routine maintenance and audit management. The information collected also serves as a data bank for the Website's management in the evaluation of content and system improvement as well as aggregate analyses for website traffic and network behavior. The analyses aim solely at improving website service quality. No analysis will be conducted on individual users.
- c. The Website operates in accordance with the Republic of China's (R.O.C.) *Personal Information Protection Act* (PIPA) and all relevant ordinances regarding information gathered on users when you browse the Website and use its services. The information you provide will not be used for any purposes beyond the said specific purposes. However, we reserve the right to judiciously gather and use the users' information in accordance with Article 16 of the PIPA.
- d. Under the *Personal Information Protection Act*, we may be required by the judiciary or other authorized organizations appointed by the R.O.C. government to provide relevant information under written instructions.

## **3. Information Protection Policy and Data Protection**

Any unauthorized attempt to tamper with the services provided by the Website is prohibited and may violate the R.O.C. law. To ensure website safety and normal service along with the

protection of your personal information, this website's management offers the following safety protection measures.

- a. Use of a network intrusion detection system to monitor network traffic and avoid any unauthorized attempts to upload, change or deliberately destroy the content of this website.
- b. Installment of a firewall to prevent illegal intrusion, damage or theft of data and prevent the Website from being used for illegal purposes.
- c. Use of relevant systems and programs to ensure information safety on the internet and offer a safe website browsing environment for users.
- d. Construction of an information safety event reporting mechanism for control, notification, and contingency plans to ensure the website returns to normal operation in minimal time with minimal damage should any event arise.
- e. Regular patch updates in accordance with operating system manufacturer's notifications.

#### **4. Relevant Links Provided on the Website**

Webpages on the Website provide internet links to other websites. By clicking on these links, you may enter other websites. This policy is not applicable to websites accessed through these links. You should refer to the respective policy while using these linked sites.

#### **5. The Use of Cookies**

To provide better service, the Website uses cookies. You may refuse the use of cookies by setting the privacy settings to high level on your browser. However, refusing the use of cookies may prevent some website functions from operating optimally.

#### **6. Terms of Use**

Users must comply with the terms-of-use rules in the following acts: Taiwan Academic Network Management and Norms, and Academia Sinica Network Management and Norms. Users must not use the services provided on the Website for any unlawful purpose or in any unlawful manner and must abide by relevant laws of the R.O.C. If you are a user outside the R.O.C., you must also agree to abide by the laws within the country or region you reside. When using the Website, you agree and guarantee not to use it to infringe upon the rights and interests of others nor to commit illegal activities. Any person harming the safety of information on the Website will be held legally liable and punished under the relevant provisions.

#### **7. Privacy and Security Policy Amendments**

Amendments to privacy, security, and terms-of-use policy may be instituted once necessary. Such changes will be announced on the Website.

#### **8. Inquiries Regarding the Privacy Protection Declaration**

If you have any questions or inquiries regarding the Privacy Protection and Information Security Policy of the Website, please contact us at any time at [daais@gate.sinica.edu.tw](mailto:daais@gate.sinica.edu.tw).