

申請相關文件委託書

Letter of Authorization

學生因_____不克親自前往申請
I, _____, can't address
(Please check the item you want to apply)

- ☐成績單 Transcript
☐在學證明 Enrollment letter
☐學位證書 Degree certificate
☐修業證明 Certificate of Completion
☐學生證 Student ID card
☐其他 Other : _____

in person,

，茲委託_____代為申請。

hereby authorized _____, to apply/transact on my behalf.

此致 Sincerely

國立雲林科技大學教務處註冊組

Registration Section, Academic Affairs Office, National Yunlin University of Science and Technology

委託人姓名(簽章) : _____ 系 所 : _____ 學 號 : _____
Signature of principal Department Student ID

受委託人姓名(簽章) : _____ 身份證字號 : _____
Signature of trustee Identity Card

中華民國_____年_____月_____日
(Year/Month/Day)

註：受委託人請詳閱第 2 頁本校「蒐集處理及利用個人資料告知事項」，並勾選已閱讀及簽名。
Note: The entrusted party please read carefully the "Notice of Collection, Processing and Utilization of Personal Information" of our school on page 2, and check the box "Read and Sign".

國立雲林科技大學蒐集處理及利用個人資料告知事項

Notice of collection, processing and use of personal information by National Yunlin University of Science and Technology

國立雲林科技大學(以下簡稱本校)依據個人資料保護法(以下簡稱個資法)第8條第1項之規定,向
台端告知本校依法蒐集您的個人資料時,必須告知的各款事項,請您務必詳閱:

National Yunlin University of Science and Technology (hereinafter referred to as the University), in accordance with the provisions of Article 8, Paragraph 1 of the Personal Information Protection Act (hereinafter referred to as the Personal Information Act), informs the university of the various matters that must be disclosed when the University collects your personal information in accordance with the law. Please be sure to read carefully:

一、**蒐集之目的:**為核對受委託人身分及據以交付文件證明。「特定目的」的代號及項目為109教育或訓練行政、158學生(員)(含畢、結業生)資料管理,係參照法務部公告之「個人資料保護法之特定目的及個人資料之類別」。

Purpose of collection: To verify the identity of the trustee and deliver documentary evidence accordingly. The codes and items of "Specific Purposes" are 109 Education or Training Administration, 158 Student (employee) (including graduates, completions) Data Management, refer to the "Specific Purposes and Categories of Personal Data of the Personal Data Protection Act" announced by the Ministry of Justice.

二、**蒐集之個人資料類別:**姓名(C001辨識個人者)、身分證統一編號(C003政府資料中之辨識者)。

Categories of personal information collected: name (C001 for personal identification), ID card unified number (C003 for identification of government information).

三、**個人資料利用之期間、地區、對象及方式:**

Period, Areas, Target and Method of use of personal data:

(一) 期間:自蒐集您的個人資料起一年。

Period: One year from the time your personal information is collected.

(二) 地區:學校校區。

Areas: school campus.

(三) 對象:本校教務處註冊組。

Target: Registration Section of the Academic Affairs Office of our school.

(四) 方式:核對受委託人身分及據以交付文件證明。

Method: Verify the identity of the trustee and deliver documentary evidence accordingly.

四、**依據個資法第三條規定,台端就本校保有您的個人資料得行使下列權利:**

According to Article 3 of the Personal Information Law, you may exercise following rights with regard to your personal information collected by the school:

(一) 得向本校查詢、請求閱覽或請求製給複製本,而本校依法得酌收必要成本費用。

You may inquire, request to read, or request a copy from the school, and the school may charge necessary costs at its discretion in accordance with the law.

(二) 得向本校請求補充或更正,惟依法台端應為適當之釋明。

You may request supplements or corrections from the school, but appropriate explanations shall be provided in accordance with the law.

(三) 得向本校請求停止蒐集、處理或利用及請求刪除,惟依法本校因執行業務所必須者,得不依台端請求為之。

You may request the university to stop collecting, processing or using it, and request deletion. However, if it is necessary for the university to Professional Practice in accordance with the law, it may not comply with the request of yours.

五、**台端不提供個人資料所致權益之影響:**

The impact on your rights resulting from your failure to provide personal data:

台端可以自由選擇是否提供相關個人資料,但是您若拒絕提供相關個人資料,本校將無法進行必要之審核及處理作業,致無法提供您相關服務。

You are free to choose whether to provide relevant personal information, but if you refuse to provide relevant personal information, our school will not be able to carry out necessary review and processing operations, and will not be able to provide you with relevant services.

(以上為本校依「個人資料保護法」規定,必須向您告知的各款事項,再次提醒您務必詳閱)

(The above are the various matters that our school must inform you in accordance with the "Personal Data Protection Act". Again, I remind you to read it carefully)

☐我已閱讀且同意

受委託人簽名處: _____

I have read and agree

Signature of trustee