

**研華股份有限公司**

**個人資料保護管理辦法**

**Advantech**

**Personal Data Protection Regulation**

修訂日期：2014/11/25

修訂日期：2022/03/09

## 第一條 訂立目的

為強化研華股份有限公司 ( 下稱「本公司」) 對於個人資料之保護與管理，降低營運風險，及保護個人資料當事人權利，因應個人資料保護相關法規，制定研華股份有限公司個人資料保護管理辦法 ( 下稱「本辦法」)。

## Article 1 PURPOSE

To strengthen the protection and management of personal data of Advantech Co., Ltd. (hereinafter referred to as "the Company"), reduce operational risks, and protect individual's right of personal data, in accordance with relevant laws and regulations on personal data protection, the Company formulate the Advantech Personal Data Protection Regulation (hereinafter referred to as "the Regulation").

## 第二條 適用範圍

本辦法適用於本公司及子公司，子公司應依本政策原則督導其轄下子公司。

## Article 2 SCOPE OF APPLICATION

The Regulation applies to the company and its subsidiaries. Subsidiaries shall supervise their subsidiaries in accordance with the principles of this statute.

## 第三條 定義及說明

- 個人資料：指依照各國個人資料保護法規及其施行細則及相關法規所定義之個人之資料。
- 蒐集：指以任何方式取得個人資料。
- 處理：指為建立或利用個人資料所為資料之記錄、輸入、儲存、編輯、更正、複製、檢索、刪除、輸出、連結或內部傳送。
- 利用：指將蒐集之個人資料為處理以外之使用。
- 個人資料侵害事件：未經個人資料當事人授權使用或不法蒐集、處理、利用個人資料或其他侵害當事人權利之狀況。

## Article 3 DEFINITIONS AND EXPLANATIONS

- Personal data: refers to personal data defined in accordance with the personal data protection laws and regulations of various countries and their implementing rules and relevant laws.
- Collection: refers to obtaining personal data in anyway.
- Processing: refers to the recording, input, storage, editing, correction, duplication,

retrieval, deletion, output, linking or internal transmission of data for the purpose of creating or utilizing personal data files.

- Utilization: refers to the use of collected personal data for purposes other than processing.
- Personal data infringement issue: the issue of unauthorized use or illegal collection, processing or other violations of the personal data related rights.

#### 第四條 個人資料之蒐集、處理及利用

1. 向當事人蒐集個人資料時，除法律另有規定外，需經當事人同意並告知法定應告知事項（包括但不限於蒐集目的、個人資料之類別、利用期間、地區、對象及方式）。
2. 蒐集個人資料應符合特定之目的，並確保資料之正確性、完整性和時效性。
3. 除非法律明文許可或經資料當事人之書面同意，不得將所蒐集個人資料揭露或用於蒐集時特定目的以外之用途。
4. 蒐集非由當事人提供之個人資料，應於處理或利用前向當事人補行告知義務（參照上述第 1 項之規定）。
5. 對於個人資料之正確性，應主動或依當事人請求更正或補充。若有爭議，應主動或依當事人請求停止處理或利用。
6. 當個人資料蒐集之特定目的或期限屆滿時，應停止處理、利用並加以刪除。
7. 若涉及違法蒐集、處理或利用個人資料，應主動或依當事人請求，停止蒐集、處理、利用並加以刪除。
8. 發現個人資料被竊取、竄改、毀損、滅失或洩漏時，應立即通知所屬事業群最高主管。個資保管單位並應儘速以適當方式通知當事人。
9. 當事人得請求對其個人資料予以答覆查詢、提供閱覽或製給複製本。本公司應於 15 日內為准駁之決定；必要時得予延長，但不得逾 15 日。
10. 蒐集、處理及利用個人資料時，需嚴格遵守「個人資料保護法」之相關規定，妥善保管所取得之個人資料。

#### Article 4 COLLECTION, PROCESSING AND UTILIZATION OF PERSONAL DATA

1. The Collection of Personal data from the individual, unless for the Legal purpose, the individual's consent must be obtained and the statutory notices should be informed (including but not limited to the purpose of Collection; the type of Personal data; the Utilization of period, region, target and method).
2. The Collection of Personal data shall match the specific purpose and ensure the correctness, completeness and timeliness of the Personal data.
3. Unless permitted by law or with the written consent of the individual, the Personal data's Collection shall not be disclosed or used for purposes other than the specific

purpose at the time of collection.

4. When Personal data is not provided by the individual who owns, the Company is obliged to inform the individual before Processing or Utilization (refer to the provisions of item 1 above).
5. The correctness of Personal data, the Company shall be corrected or added initiatively or at the request of the individual. If there is a dispute, the Processing or Utilization shall be stopped on the the Company's initiative or at the request of the individual's concerned.
6. When the specific purpose or period of Personal data Collection expires, the Processing, Utilization shall be stopped, and delete the Personal data.
7. If it involves illegal Collection, Processing or Utilization of Personal data, the Collection, Processing and Utilization shall be stopped and delete the Personal data on the Company's initiative or at the request of the individual's concerned.
8. When Personal data is found to be stolen, tampered with, damaged, lost or leaked, the Company shall immediately notify the top executive of the business group to which it belongs. The Personal data custodian shall notify the individual in an appropriate way as soon as possible.
9. The individual may request the Company to answer inquiries, provide viewing or make copies of his/her Personal data. The company shall make a decision on rejection or approval within 15 days; it may be extended if necessary, but not more than 15 days.
10. The Collection, Processing and Utilization of Personal data is necessary to strictly abide by the relevant regulation of the "Personal Data Protection Act", and properly keep the Personal data obtained.

## **第五條 個人資料之保護**

若發生個人資料侵害事件，本公司視情節輕重予以懲處，單位主管知情而不加以糾正或未處理者，亦同。須注意禁止以扣除工資、體罰、精神、身體壓迫或口頭辱罵，作為紀律處分的手段。

## **Article 5 PROTECTION OF PERSONAL DATA**

In the Personal data infringement issue, the Company will punish it according to the seriousness, and punish those in charge of the unit who know about it but do not correct it or do not handle it. Care must be taken to prohibit wage deductions, corporal punishment, mental or physical coercion or verbal abuse as a means of disciplinary action.

## **第六條 附則**

本辦法若有未盡之處，悉依個人資料保護法之相關規定辦理。

## **Article 6 SUPPLEMENTARY PROVISIONS**

If there is anything not covered in the Regulation, it shall follow the relevant regulation of the Personal Data Protection Act.

## **第七條 施行及修訂**

本辦法經總經理通過後實施，修正時亦同。

## **Article 7 IMPLEMENTATION AND AMENDMENT**

The Regulation shall be implemented after being approved by the president, and the same shall apply to the amendment.