日商三井住友銀行蒐集、處理及利用員工個人資料告知事項

Notification of Collection, Process and Usage of Employee Personal Information by Sumitomo Mitsui Banking Corporation

日商三井住友銀行台北分行（以下稱「本行」）依據個人資料保護法（以下稱「個資法」）第八條第一項規定，向台端告知下列事項，請台端詳閱；

Sumitomo Mitsui Banking Corporation, Taipei Branch (the “Bank”) hereby in pursuance to the Article 8, section 1 of Personal Information Protection Act (“the Act”), notifies Employee the following matters:

一、蒐集之目的：

下列特定目的及個人資料類別係依法務部頒佈「個人資料保護法之特定目的及個人資料之類別」及本行為人事行政管理及本行業務相關需要：

人事管理(包含甄選、離職及所屬員工基本資訊、現職、學經歷、終身學習訓練進修、考績獎懲、薪資待遇、差勤、福利措施、特殊查核或其他人事措施)、全民健康保險、勞工保險、稅務行政、退休金或其他社會保險，金融服務業依法令規定及金融監理需要，所為之蒐集處理及利用，非公務機關依法定義務所進行個人資料之蒐處理及利用，職工福利委員會。

1. **Specified Purpose for the Information Collection**

The specified purpose and the categories of personal information listed below are pursuant to “The specified purposes and categories of personal information of Personal Information Protection Act” promulgated by Ministry of Justice and the management of personnel and operation of business matters of the Bank:

Management of personnel(which includes recruitment, resignation, and the employee’s basic information, current position, the education and employment record, life time continuous learning, performance appraisal, awards and punishments, salary package, attendance, welfare, special inspection, or other methods of personnel matters), national health insurance, labor insurance, administration of tax, retirement pension, and other social welfares, the collection, process, usage in pursuance of regulations and the financial supervisory by financial industry, non-governmental institution conducting the collection and process, usage of personal information in pursuance of the obligations under laws and regulation, or Employee Welfare Committee.

二、**蒐集之個人資料類別：**

依台端與本公司簽訂之聘僱契約、員工基本資料表、到職文件所列，日後依行內規定以及本行依法應蒐集之資料，依據法務部頒佈「個人資料保護法之特定目的及個人資料之類別」，包括但不限於下列十類(但仍以您現在及未來實際服務的事業與您往來或負責之相關業務、帳戶或服務所實際蒐集之個人資料為準)：

（一）識別類 C001 至 C003 (如姓名、電話、銀行帳戶或信用卡之號碼、身份證統一編號等)
（二）特徵類 C011、C012 與 C014(如您的年齡、性別、出生年月日等)
（三）家庭情形 C021 及 C024(如您結婚有無、配偶之姓名等)
（四）社會情況 C031 至 C036 與 C038、C039、C041(如您的住所地址、財產資料、工作許可文件、居留證明文件、法院、檢察署或其他審判機關或其他程序等)
（五）教育、考選、技術或其他專業 C051 至 C056(如您的學歷、畢業學校、專長等)
（六）受僱情形 C061 至 C073(如您的僱主、工作職稱與薪資等)
（七）財務細節 C081 至 C089 與 C093(如您的總收入、總所得、貸款、外匯交易紀錄、信用額度或票據信用等)

（八）商業資訊 C102 至 C103(如您經營商業之種類等)
（九）健康與其他 C111、C113 至 C116(如您的治療及診斷紀錄等)
（十）其他各類資訊 C131 至 C132(如無法歸類之電子郵件等)

2. **Categories of Personal Data Collection**

Pursuant to the "The specified purposes and categories of personal information of Personal Information Protection Act" promulgated by the Ministry of Justice of the Republic of China and the offer letter, the chart of employee basic information and information listed in the on boarding documents provided, the specified purposes are included but not limited to the following; however, the specified purposes should be subject to personal information collected due to the relevant business, assignment, accounts or services you are or will be in charge :

(1) Identification Information (C001 to C003): such as name, telephone number, account number, credit card number, identification number, and etc.

(2) Characteristic Information (C011, C012 and C014): such as age, gender, date of birth, and etc.

(3) Family Status (C021 and C024): such as marriage, name of spouse and etc.

(4) Social Status (C031 to C036, C038, C039, C041): such as residential address, financial condition, work permit, resident certificate, occupation, license or other proceedings of courts, prosecution offices related to you, and etc.

(5) Information regarding Education, Examination, Technique and Professional Skill (C051 to C056): such as educational background, work experience, and etc.

(6) Employment Status (C061 to C073): such as name of employer, position, compensation and etc.

(7) Financial Details (C081and C089, and C93): such as the total compensation, total income, loans, foreign exchange records, credit facility amount or credit related to negotiable instrument, and etc.

(8) Business Information (C102 and C103): such as business you are conducting, and etc.

(9) Healthy and others (C111, C113 to C116): such as the records of treatment and diagnosis and etc.

(10) Others (C131 to C132): such as emails that cannot be categorized etc.

三、個人資料利用之期間、地區、對象及方式：

（一）期間：個人資料蒐集之特定目的存續期間、依相關法令規定或契約約定之保存年限（如：商業會計法等）、本行因執行業務所必須之保存期間，以最晚屆至者為準。

（二）地區：本國、本行**總行及**海外分支機構所在地、未受中央目的事業主管機關限制之國際傳輸個人資料之接收者所在地、與本行有業務往來之機構營業處所所在地。

（三）對象：本行、本行**總行及**海外分支機構、本行職工福利委員會、金融聯合徵信中心、未受中央目的事業主管機關限制之國際傳輸個人資料之接收者、其他與本行有業務往來之機構、本行之交易對象、依法有調查權機關或金融監理機關。

（四）方式：符合個人資料相關法令以自動化機器或其他非自動化之利用方式之蒐集、處理、國際傳輸與利用（例如使用電子文件、紙本或其他合於當時科學技術之適當方式等）。

3. **Time period, areas and manners of use of Personal Data and entities to use Personal Data.**

(1) Time Period

The Bank may use the Personal Data until the later of: (i) the purpose of collecting the Personal Data ceases to exist; (ii) the retention period agreed in the respective contract lapses; or (iii) the data retention period required by laws and regulations (such as Commerce Accounting Act), or the retention period necessary for Bank to conduct its business lapses.

(2) Areas where Personal Data are Used

(i) Taiwan; (ii) the jurisdiction where the head office, other overseas branches, subsidiaries and affiliates of the Bank are located; (iii) the jurisdiction where the receiver of international transmission which is not prohibited by laws, regulations and the authority; or (iv) the jurisdiction where the parties conducting business with the Bank.

(3) Entities to Use Personal Data

(i) The Bank; (ii) the head office, other overseas branches, subsidiaries and affiliates of the Bank; (iii) correspondent banks; (iv) Joint Credit Information Center; (v) The Taiwan Cleaning House; (vi) Financial Information Service Co., Ltd.; (vii) credit assurance institution; (viii) outsourcing institution; (ix) the receiver of international transmission which is not prohibited by laws, regulations and the authority; (x) cooperated alliance parties; (xi) institutions which has business relationship with Bank; (xii) inspection institution or financial supervisory institution.

(4) Manners of Using Personal Data

The Personal Data will be collected, processed, used, and internationally transmitted through automatic machine or non-automatic methods (e.g. via electronic documents, paper format, or other appropriate manners conform to the technology available at that time) in compliance with the relevant laws and regulations.

四、依據個資法第三條規定，台端就本行保有台端之個人資料得行使下列權利：

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

（二）得向本行請求補充或更正，惟依法台端應為適當之釋明。

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

4. **Each of the Employee Personnel may exercise the following rights with respect to his/her information pursuant to Article 3 of the Act**

(1) making enquiries or requesting to review or make a duplicate copy, provided that the Bank may charge a reasonable fee pursuant to the applicable laws;

(2) requesting to supplement or rectify any error, provided that the requesting individual shall provide the Bank with the adequate explanations; and

(3) demanding for suspension on collecting, processing, or using personal data or demanding deletion, with respect to his/her personal information held by the Bank. In the case where the collection, process,

use and international transmission is necessary for the Bank to perform its duty pursuant to the laws and regulations, the Bank may refuse to act in accordance with the requesting individual's request.

五、台端不提供個人資料所致權益之影響：

台端得自由選擇是否提供相關個人資料，惟台端若拒絕提供相關個人資料，本行將無法進行必要之審核及處理作業，致無法達成第一項所示之特定目的將可能影響您的個人權益（包括但不限於無法發放薪資、無法辦理勞健保），本行並得依相關工作規則辦理。

5. **The impact of the rights if not providing personal information**

Employee may provide or not to provide relevant personal information. In the case that Employee decides not to provide the relevant information, the Bank will not be able to conduct the necessary review and processing procedure, which would result in the effect to the personal interests as specified purpose listed in Section 1 herein (including but not limited to issuance of salary payment, inability of labor and health insurance). The Bank could proceed with the relevant working rules with respect to the above.

六、本行有權修訂本告知事項，並於修訂後得以言詞、書面、電話、簡訊、電子郵件、傳真、電子文件或其他足以使您知悉或可得知悉之方式告知您修訂要點。

6. The Bank may amend this Notification at any time, and notify Employee the amendments orally, in writing, or by telephone, text messaging, e-mail, facsimile, electronic documents, or other methods that may give Employee direct or constructive notice regarding the amended matters.

七、如您與本行先前簽訂之聘僱契約或文件所定與個人資料之蒐集、處理、利用、國際傳輸有關條款與本告知事項有所歧異者，以本告知事項為準。

7. In the event of any discrepancy between this Notification and any consent to collect, process, use, and international transmit Personal Data given by the Employee under the employment agreements or any documents previously executed between the Employee and Bank, this Notification will prevail.

中　華　民　國　102　年　02　月　21　日

Date: February 21, 2013

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