

# **Terms of Use, Information Security, and Privacy Policy of the Academia Sinica Information and Communication Systems**

Approved on December 9, 2025 (Document No. 1141501458)

Welcome to the “Terms of Use, Information Security, and Privacy Policy of the Official Website of the Academia Sinica Center for Digital Cultures” (System) operated by Academia Sinica (AS).

AS places the highest importance on information security and the protection of users’ privacy. Accordingly, these “Terms of Use, Information Security, and Privacy Policy” (Policy) are hereby established to govern the use of the System.

The Policy explains how the System ensures service security and how personal data is collected, processed, used, and protected. Users are advised to read the Policy carefully and in its entirety.

By accessing or using the System, you acknowledge that you have read, understood, and expressly agree to be bound by all provisions of the Policy, including but not limited to the Terms of Use, information security requirements, and privacy protections contained herein.

If you are a minor under applicable law, your parent(s) or legal guardian(s) must review, understand, and consent to this Policy prior to your use of the System. Your continued use of the System shall be deemed conclusive evidence that such consent has been obtained.

## **Article I: Scope of Application**

The Policy applies exclusively to matters relating to users’ rights and obligations, information security requirements, and the collection, processing, use, and protection of personal data arising from the use of the System. The Policy shall not apply to any activities conducted on external systems or websites accessed via hyperlinks provided by the System.

## **Article II: User Rights and Obligations**

- I. Users of the System have the following rights:
  1. The right to lawfully access and use the functions and resources of the System in accordance with AS regulations.
  2. The right to receive reasonable technical support and assistance provided by AS.
  3. The right to submit suggestions or feedback regarding system improvement.
  4. The right to receive transparent policy disclosures and appropriate information

security protections.

5. The right to have personal data protected in accordance with the Policy.
- II. When using the System, users shall comply with all applicable laws and regulations of the Republic of China (Taiwan), including but not limited to: The Personal Data Protection Act, The Cyber Security Management Act, The Copyright Act, The Taiwan Academic Network Management and Norms, and The Academia Sinica Information Security Management Regulations Implementation Guidelines. Users shall not misuse the System in any manner that violates applicable laws, regulations, or institutional policies.

### **Article III: Information Security Management and Personal Data Protection**

- I. AS shall implement information security management and personal data protection measures for the System, including personnel management, access control, network security, electronic data protection, cybersecurity incident response mechanisms, and periodic audits, in accordance with the Academia Sinica Information Security Management Regulations Implementation Guidelines and the Academia Sinica Personal Data Protection and Security Maintenance Guidelines.
- II. If a user becomes aware of any suspected security incidents while using the System, the user shall promptly notify AS using the contact information specified in Article X of the Policy and provide relevant details, including the time of occurrence, location, affected systems, scope of impact, and observed circumstances. Where AS independently identifies a security incident, it may, where necessary, request user cooperation in investigation and response. AS shall adopt appropriate response measures commensurate with the severity of the incident.

### **Article IV: Collection, Processing, and Use of Personal Data**

- I. For activities limited to browsing or file downloading within the System, the System shall only automatically record network connection information and shall not collect personal data.
- II. The System may automatically record network connection information, including but not limited to IP addresses, access times, and pages visited. Such information shall be used solely for specific purposes, including information security, routine operation and maintenance, audit management, system improvement evaluation, and aggregated analysis of service traffic and network behavior, but shall not be used to identify or analyze individual users.
- III. Any personal data provided by users in the course of using the System shall be processed and used in accordance with the Personal Data Protection Act, the Academia Sinica Information Security Management Regulations Implementation Guidelines, the Academia Sinica Personal Data Protection and Security

Maintenance Guidelines, and other applicable laws and regulations.

**Article V: External Links**

The System may contain hyperlinks to external systems or websites. The Policy does not apply to such external systems or websites. AS shall not be responsible for the content, policies, or security practices of such external systems or websites. Users are advised to review the relevant external policies.

**Article VI: Use of Cookies**

In order to provide optimal services, the System may place and access cookies on users' browsers. Users may refuse the use of cookies by adjusting their browser privacy settings; however, doing so may result in certain System functions being unavailable or operating improperly.

**Article VII: Rights of Personal Data Subjects**

- I. Pursuant to the Personal Data Protection Act, users have the following rights:
  1. The right to inquire about or request access to their personal data.
  2. The right to request copies of their personal data.
  3. The right to request supplementation or correction of their personal data.
  4. The right to request cessation of the collection, processing, or use of their personal data.
  5. The right to request deletion of their personal data.
- II. Requests to exercise the above rights shall be submitted in accordance with the contact information provided in the Policy. AS shall respond within the statutory period; however, where required by law or under special circumstances, AS may be unable to fully comply with such requests.

**Article VIII: Disclaimer**

- I. System Availability

AS shall maintain the availability of the System but makes no representations or warranties that the System will be uninterrupted, timely, or error-free. AS reserves the right to perform maintenance, updates, or service suspensions and shall provide advance notice where practicable.
- II. Accuracy of Information

While AS endeavors to ensure the accuracy of the information provided through the System, no warranty is made as to its absolute accuracy or completeness. Users shall independently evaluate the reliability of such information and assume all associated risks.
- III. Linked Services

AS shall not be liable for the content, policies, or security of external systems or

websites linked through the System.

#### IV. Force Majeure

AS shall not be liable for any damage arising from service interruptions caused by force majeure events, including but not limited to natural disasters, war, or changes in laws or governmental regulations.

#### **Article IX: Amendments to the Policy**

AS reserves the right to amend the Policy in response to changes in laws and regulations, technological developments, or operational requirements. Amended versions shall be announced on the System and shall take effect from the date of announcement. Users are advised to review the Policy periodically.

#### **Article X: Contact Information**

For inquiries regarding the Policy or requests to exercise personal data subject rights, please contact AS via the following:

Email: [s9134131@as.edu.tw](mailto:s9134131@as.edu.tw)

Telephone: +886-2-2652-1885#105

Service Hours: Monday to Friday, 9:00 a.m. to 5:00 p.m. (excluding national holidays)

Address:

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