

	帆 宣 集 團 <i>Marketch International Corp.</i>	編 號 NO.	MM-CM00
		頁 次 Page	1
	內 部 控 制 制 度 – 其 他 管 理 制 度 Internal Control Systems - Other Management Regulations	版 別 Version	P0
	CM-112 個人資料保護管理作業 CM-112 Personal Data Protection Management Operations	生 效 日 期 Effective Date	2026.02.03

一、作業程序 Operational Procedures

1. 個人資料定義，泛指自然人之身分資料、教育、婚姻、家庭、健康檢查、聯絡方式、財務狀況等資訊。

The definition of personal data refers to information related to a natural person such as his/her identity, education, marital status, family background, health records, contact information and financial status.

2. 個人資料蒐集、處理及利用之保管權責單位區分如下：

The responsible units for the collection, processing and utilization of personal data are as follows:

- 2.1 求職者個人資料：人力資源部門

Personal Data of Job Seekers: Human Resources Department

- 2.2 員工個人資料：人力資源部門

Personal Data of Employees: Human Resources Department

- 2.3 員工健康檢查資料：工安環保單位

Employee Health Check Information: Occupational Safety and Environmental Protection Unit

- 2.4 股東個人資料：股務單位

Personal Data of Shareholders: Shares Management Unit

- 2.5 董監事個人資料：策略執行室

Directors' and Supervisors' Personal Data: Executive Strategy Office

- 2.6 供應商個人資料：採購單位

Personal Data of Suppliers: Procurement Unit

- 2.7 客戶個人資料：營運單位

Personal Data of Customer: Business Operation Unit

- 2.8 其他無法歸類者：策略執行室

Other Unclassifiable Personal Data: Executive Strategy Office

3. 蒐集、處理及利用個人資料前，權責單位應告知當事人蒐集之目的、個人資料類別、利用期間、地區、對象、方式及得行使之權利，並取得當事人書面同意。

Before collecting, processing and utilizing personal information, the responsible unit shall inform

	帆 宣 集 團 <i>Marketch International Corp.</i>	編 號 NO.	MM-CM00
		頁 次 Page	2
	內部控制制度－其他管理制度 Internal Control Systems - Other Management Regulations	版 別 Version	P0
		CM-112 個人資料保護管理作業 CM-112 Personal Data Protection Management Operations	生 效 日 期 Effective Date

the subject about the purpose of collection, type of personal information, duration of retention, scope of usage, recipients, methods of processing and the data subject's rights and obtain the subject's written consent.

4. 個人資料之處理及利用：

Handling and Utilization of Personal Information:

- 4.1 作業包含輸入、輸出、存取、更新、更正、儲存、刪除、銷毀、利用及傳送等行為。
Operation includes actions such as input, output, access, update, correction, storage, deletion, destruction, utilization and transmission.
- 4.2 權責單位若進行個人資料之輸入、輸出、存取、更新、更正、刪除或利用等行為，應取得適當授權。
Authorized personnel should obtain proper authorization before any input, output, access, update, correction, deletion or use of personal data.
- 4.3 若其他單位欲申請個人資料進行存取或利用等行為，應取得權責單位的同意或適當核准。
If external entities request access to or use personal data, they must obtain the consent of the data subject or the appropriate approval from the responsible unit.
- 4.4 個人資料應限於業務範圍內處理及利用，以避免當事人權益受損。
Personal data shall only be processed and utilized within the scope of legitimate business purposes to prevent any infringement on the data subject's rights.
- 4.5 個人資料於傳遞過程中，應注意防護，避免資料被竊、竄改、毀損、滅失或洩漏。
Personal data should be protected during transmission to prevent theft, alteration, damage, loss or leakage.
- 4.6 個人資料檔案，應予以適當保存，若為電子檔案，應定期備份，相關設備應於機房控管。
Personal data files should be properly maintained. In the case of electronic files, they should be backed up regularly and the related equipment should be monitored within the computer room.
- 4.7 個人資料銷毀前，應確定保存期限及銷毀範圍後，方執行。

	帆 宣 集 團 <i>Marketch International Corp.</i>	編 號 NO.	MM-CM00
		頁 次 Page	3
	內部控制制度－其他管理制度 Internal Control Systems - Other Management Regulations	版 別 Version	P0
		CM-112 個人資料保護管理作業 CM-112 Personal Data Protection Management Operations	生效日期 Effective Date

Before destroying personal data, the retention period and scope of destruction must be defined.

5. 個人資料洩漏時，應查明原因，並通知當事人。

In the event of a breach of personal data, the cause must be identified and the affected data subjects must be notified.

6. 若委託外部機關蒐集、處理及利用個人資料，本公司應要求受託單位遵循相關法令規範，並給予適當監督。

If an external organization is entrusted with the collection, processing and use of personal information, the Company shall require the entrusted entity to comply with relevant laws and regulations and provide appropriate supervision.

二、控制重點 Control Points

1. 蒐集、處理及利用個人資料前，應告知當事人相關事宜，並取得書面同意。

Whether data subjects are informed of relevant matters and whether written consent is obtained before collecting, processing or utilizing personal data.

2. 處理及利用個人資料時，應經適當授權。

Whether the processing and use of personal data are properly authorized.

3. 若欲申請利用或存取個人資料時，應經權責單位同意或適當核准。

Whether consent or appropriate authorization has been obtained from the responsible authority for the access to or use of personal data.

4. 個人資料之處理及利用，應限於合理業務範圍。

Whether the processing and utilization of personal data are limited to a legitimate business scope.

5. 個人資料傳遞時，應注意防護。

Whether proper security measures are observed during the transmission of personal data.

6. 個人資料檔案應適當保存或定期備份。

Whether personal data files are properly maintained or regularly backed up.

7. 個人資料銷毀前，應確認範圍及保存期限。

Whether the scope and retention period of personal data are confirmed before destruction.

8. 個人資料洩漏時，應查明原因，並通知當事人。

	帆 宣 集 團 <i>Marketch International Corp.</i>	編 號 NO.	MM-CM00
		頁 次 Page	4
	內部控制制度－其他管理制度 Internal Control Systems - Other Management Regulations	版 別 Version	P0
		CM-112 個人資料保護管理作業 CM-112 Personal Data Protection Management Operations	生效日期 Effective Date

In the event of a personal data breach, whether the cause is identified and the affected data of subjects are notified.

9. 若委託外部機關蒐集、處理及利用個人資料，應適當監督受託單位作業。

If an external organization is entrusted with the collection, processing or use of personal data, the entrusted organization is appropriately supervised.

- 三、依據資料（各公司所在地國家之法令規定不一致時，應優先遵循當地國家法令規定。）

Rationale Documents (If the Company regulations are any discrepancies with local laws and regulations, shall take precedence.)

1. 個人資料保護法。

Personal Data Protection Act.

2. 個人資料保護法施行細則。

Enforcement Rules of the Personal Data Protection Act.

- 四、使用表單 Use of Forms

無 None