

# Security Policy & Confidentiality Terms

## 安全規範與保密條款

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### 1. Sharing of Personal Data and Third-Party Disclosure

#### 一、個人資料分享與第三方揭露

To ensure the smooth operation of our teaching services and facilitate business matching, this system will collect, use, and process your personal data. By using this system, you agree that certain personal data may be disclosed to third parties (including but not limited to: prospective students, parents, partner schools, or relevant business partners), solely for the purposes of service provision and business matching. The data visible to third parties includes, but is not limited to:

為確保教學服務之順利運行及業務配對，本系統將會收集、使用並處理您的個人資料。當您使用本系統時，即表示您同意：為提供教學服務及業務配對之目的，您的部分個人資料將會向第三方人士(包括但不限於：潛在學生、家長、合作學校或相關業務合作夥伴)揭露。可被第三方查閱之資料包括但不限於：

- Full Name / 姓名
- Contact Phone Number / 聯絡電話號碼
- Curriculum Vitae (CV) / 個人履歷(CV)
- Professional Qualifications and Educational Certificates / 專業資格與學歷證明

You may withdraw your consent at any time by notifying the Company in writing; however, this may affect the provision of matching or service functions.

您可隨時以書面方式通知本公司撤回同意；惟此可能影響相關服務或媒合功能之提供。

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### 2. Strict Confidentiality of Financial Information

#### 二、絕對保密之財務資訊

The Company deeply understands the sensitivity of financial information. The personal data authorized for third-party access as stated above strictly excludes your bank account details, payment information, and other financial data. Your banking and payment information will be protected with the highest level of encryption and will only be accessible to the Company's internal finance, accounting, and administrative departments for the purpose of payroll, fee settlement, or contract performance. Under no circumstances will this financial information be disclosed, sold, or transferred to any external third party except as required by law.

本公司深知財務資訊之敏感性。上述授權予第三方查閱之個人資料，絕不包含您的銀行帳戶資料、收款細節及其他財務資訊。您的銀行及付款資料將受到最高級別之加密保護，僅限本公司財務、會計及行政等內部部門，於發放薪資、費用結算或履行合約義務之必要範圍內使用。除法律另有規定外，本公司絕不向任何外部第三方人士公開、出售或轉交該等財務資訊。

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### **3. System Security and Access Regulations**

#### **三、系統安全與存取規範**

This system is intended solely for registered tutors authorized by the Company. Each user account and access right is assigned to an individual. Lending, transferring, or sharing your login credentials (e.g., Google account authorization or platform password) with others is strictly prohibited.

本系統僅供本公司授權之註冊導師使用，每一帳號及存取權限皆屬個人專屬。嚴禁將您的登入憑證(如 Google 帳號授權或平台密碼)出借、轉讓或與他人共用。

If you suspect any unauthorized access, suspicious activity, or potential data breach, you must notify our IT Support Department immediately.

若您發現有任何未經授權之存取、可疑行為或資料外洩之疑慮，請立即通知本公司 IT 支援部門。

Any unauthorized attempts to download, copy, tamper with, or disclose system data, or the use of internal data for non-authorized business purposes, will be treated as a breach of contract and may lead to legal action, including civil or criminal proceedings and claims for damages.

任何未經授權嘗試下載、複製、竄改或揭露系統資料，或將內部資料用於非本公司授權業務之行為，將被視為違反合約，本公司得依法採取法律行動，包括提起民事或刑事訴訟及請求損害賠償。

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## 4. Personal Data Rights

### 四、個人資料權利

You have the right to request, in writing or through the designated contact channel, the following with respect to your personal data held by the Company:

您有權透過書面或本公司指定之聯絡管道，就本公司所持有之您的個人資料，請求行使下列權利：

- To query or request access to your personal data;  
查閱或請求閱覽您的個人資料；
- To request a copy (or reproduction) of your personal data;  
請求取得您的個人資料副本；
- To request supplementation or correction of inaccurate or incomplete data;  
請求補充或更正不正確或不完整之資料；
- To request suspension of collection, processing, or use of your personal data when it is no longer necessary for the original purpose or if the purpose has ceased;  
在原目的終止或已無必要之情形下，請求停止蒐集、處理或利用您的個人資料；
- To request deletion of your personal data, subject to any legal retention obligations of the Company.  
請求刪除您的個人資料，惟本公司依法仍須保存之資料，得依法律規定不予以刪除。

The Company will respond to such requests within a reasonable time and in accordance with applicable laws and regulations. Any fee or procedure required will be notified to you in advance.

本公司將依相關法律及規範，於合理期間內回覆前開請求，並於事前告知您所需之程序或費用。如因法律規定或合約義務無法完全配合，本公司將說明理據並提供書面說明。

## 5. Personal Information in Curriculum Vitae

### 五、個人履歷中個人資料之填寫提醒

You are advised not to include highly sensitive personal information (such as identity card numbers, passport numbers, detailed home addresses, or other unnecessary private data) in your Curriculum Vitae (CV) uploaded to this system. The Company will

only process and disclose the CV information that is reasonably necessary for teaching services and business matching purposes.

您在本系統上傳之個人履歷(CV)請勿填寫過於敏感之個人資料(例如身份證號碼、護照號碼、詳細住址或其他不必要的私人資料)。本公司僅會處理及揭露與教學服務及業務媒合所必要之履歷內容。