

Academia Sinica Academicians and Convocation System

Terms of Use, Information Security, and Privacy Policy

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

Preamble

Welcome to the “**Academicians and Convocation System**” (hereinafter referred to as the “**System**”) operated by **Academia Sinica** (hereinafter referred to as the “**Institute**”).

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

This Policy is intended to explain how the System ensures service security and how personal data provided by users is collected, processed, used, and protected. Users are advised to read this 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 this 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

This 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.

This Policy shall not apply to any activities conducted on external systems or websites accessed via hyperlinks provided by the System. Users are advised to review the applicable terms, information security policies, and privacy policies of such external systems or websites independently.

Article II

User Rights and Obligations

I. User Rights

Subject to compliance with applicable laws and regulations, users of the System shall have the following rights:

1. The right to lawfully access and use the functions and resources of the System in accordance with the Institute's regulations.
2. The right to receive reasonable technical support and assistance provided by the Institute.
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 this Policy.

II. User Obligations

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 (TANet) Management Regulations**
- 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.

The Institute shall implement information security management and personal data protection measures for the System in accordance with the **Academia Sinica Information Security Management Regulations Implementation Guidelines** and the **Academia Sinica Personal Data Protection and Security Maintenance Guidelines**, including but not limited to personnel management, access control, network security, electronic data protection, cybersecurity incident response mechanisms, and periodic audits.

II.

If a user becomes aware of any suspected information security incident while using the System, the user shall promptly notify the Institute using the contact information specified in Article X of this Policy and provide relevant details, including the time of occurrence, location, affected systems, scope of impact, and observed circumstances.

Where the Institute independently identifies an information security incident, it may, where necessary, request user cooperation in investigation and response. The Institute 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 identification 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, and 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. This Policy shall not apply to such external systems or websites. The Institute shall not be responsible for the content, policies, or security practices of such external systems or websites. Users are advised to review the relevant policies independently.

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, as personal data subjects, shall 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 this Policy. The Institute shall respond within the statutory period; however, where required by law or under special circumstances, the Institute may be unable to fully comply with such requests.

Article VIII

Disclaimer

I. System Availability

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

II. Accuracy of Information

While the Institute endeavors to ensure the accuracy of 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

The Institute shall not be liable for the content, policies, or security of external systems or websites linked through the System.

IV. Force Majeure

The Institute shall not be liable for any damages 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

The Institute reserves the right to amend this Policy in response to changes in laws and regulations, technological developments, or operational requirements. Any amended version shall be announced on the System and shall take effect from the date of announcement. Users are advised to review this Policy periodically.

Article X

Contact Information

For inquiries regarding this Policy or requests to exercise personal data subject rights, please contact:

- **Email:** conference@as.edu.tw
- **Telephone:** +886-2-27822120~9 (10 lines)
- **Service Hours:** Monday to Friday, 9:00 a.m. to 5:00 p.m. (excluding national holidays)
- **Address:**
Secretariat, Academia Sinica
No. 128, Section 2, Academia Road,
Nangang District, Taipei City 115201, Taiwan (R.O.C.)