**Taiwan Music Institute, National Center for Traditional Arts**

**Personal Information Protection Notification**

Dear Readers:

Welcome to Taiwan Music Institute, National Center for Traditional Arts (hereinafter “the institute”). According to the Personal Information Protection Act (PIPA) of Taiwan, R.O.C., the institute is required to inform you how it intends to use your personal information. Please read the following information carefully.

1. To process your applications for guided tour, the access to materials of the institute, etc., the institute and its outsourcing providers have the rights to collect, process, and make use of your personal information, such as name, address, phone number, E-mail, etc. Your personal information will be kept in the form of both soft copy and hard copy until we are requested to delete and stop using it. You are free to decide whether to provide your personal information. However, we will not be able to provide full services due to lack or mistakes of information.
2. Per PIPA articles 115, 146, 153 and 159: Museums, memorial halls, and libraries will collect personal information for special purposes. Collected information may include:

(1) C001: Individual identification (Name, telephone number, mobile number, correspondence and permanent address, E-mail address, etc.)

(2) C061: Current employment (Employer, job title, etc.)

(3) C051: Education

(4) C054: Expertise

1. According to PIPA, based on the personal information you provided, you have the right to review, make copy, amend, and request to delete or stop the use of your data.

To make a request, you can fill out an application form and hand it over to our staff on site, or mail it to the institute. We will process your application in accordance with PIPA.

1. Per PIPA, the institute will only use the collected information for aforementioned use. We will definitely not sell, exchange, or provide your personal information to third parties without your consent, except for the following situations:

(1) To cooperate with the judicial system for investigations.

(2) To cooperate with authorities in concern for use or investigations.

(3) To maintain and improve our services.

1. All collected hard-copy personal information will be saved electronically and stored safely.
2. The notification shows the concern of the institute on protecting your rights. All our staff have full knowledge of the contents of this notification and follow strictly in work procedure.

 □本人已詳閱「國立傳統藝術中心臺灣音樂館個人資料保護告知事項」

 (I have read the personal information protection notification)

 簽名(Signature)：\_\_\_\_\_\_\_\_\_\_\_\_\_

**國立傳統藝術中心臺灣音樂館導覽預約申請單**

**National Center for Traditional Arts**

**Application Form for Taiwan Music Institute Guided Tour**

|  |  |
| --- | --- |
| 導覽日(Date of tour) | 年(YYYY) 　 月(MM)　 日(DD)，星期(Day): |
| 導覽時間(Time of tour) | 　 時　 　分至　 　時　 　分止 From: to: ※週二至週日(每週一、國定假日含連假除外)：上午10:00-12:00，下午14:00-17:00※From Tuesday to Sunday (except Mondays and national holidays): 10 AM - 12 PM, 2 PM - 5 PM |
| 參觀團體(Visiting group) |  |
| 科系／年級(Department/Grade) | (非學校免填)(For Schools Only) |
| 參觀人數(Number of visitors) | 　 (本館導覽服務因空間限制，一組以30人為上限，至多同時僅能導覽二組，請領隊先行分組，不便之處敬請見諒，謝謝合作。)(Group size is limited to 30 people, and we allow only two groups at a time. Kindly regroup accordingly prior to the tour. Sorry for any inconveniences caused and thank you for your cooperation.) |
| 聯絡人(Contact) |  |
| 聯絡電話(Tel/Mobile) |  |
| 傳真號碼(Fax) |  |
| 電子信箱(E-mail) |  |
| 備註(Remarks) |  |
| 承辦人員：(本欄由館方人員填寫)Responsible personnel signature: (For The Institute Use Only) | 主管批示：(本欄由館方人員填寫)Director signature: (For The Institute Use Only) |

**申請須知**

1. 導覽開放時間:
2. 週二至週日上午10:00-12:00，下午14:00-17:00，每週一、國定假日及連假恕不開放團體預約導覽。
3. 導覽時間:大約40分鐘
4. 申請資格:
5. 導覽對象建議為國小以上之學校及機關團體。
6. 本館導覽服務因空間限制，一組以30人為上限，至多同時僅能導覽2組，請領隊先行分組，不便之處敬請見諒，謝謝合作。
7. 預約辦法:
8. 表單請於預定來館日前10日以傳真、郵寄至本館，本館收到申請後，將有專人以電話或電子郵件回覆確認申請事宜。

 (本館地址：111臺北市士林區文林路751號／聯絡電話：02-8866-9600#2222／傳真號碼：

 02-28368166／客服信箱：tmi\_service@ncfta.gov.tw)

1. 參訪日期如需取消或異動，請於至少3日前通知本館，未於3日前通知臨時取消達2次紀錄者，本館得取消該單位未來半年內申請資格。
2. 預約導覽團體若因故未能準時到館，自到館後，導覽仍須於原訂時間內結束，不得順延，以免影響後續團體行程。
3. 導覽進行期間，請領隊確實負責團員安全，配合服務人員之輔導，遵守秩序與本館閱覽相關規定。

**Notes on Application**

1. Hours of tours:

1. From Tuesday to Sunday (except Mondays and national holidays): 10 AM - 12 PM, 2 PM - 5 PM.
2. Duration: about 40 minutes.

2. Qualification of application:

* 1. Institutional groups and students of/beyond elementary schools
	2. Group size is limited to 30 people, and we allow only two groups at a time. Kindly regroup accordingly prior to the tour. Sorry for any inconveniences caused and thank you for your cooperation.

3. Methods of application:

(1) Please fax or mail the application form to us ten days prior to your visit. The person in charge will respond and

confirm your application by phone or E-mail. (Address: No. 751, Wenlin Rd., Shilin Dist., Taipei City 111, Taiwan;

Phone: 02-8866-9600 #2222; Fax: 02-2836-8166; E-mail: tmi\_service@ncfta.gov.tw)

(2) If you would like to cancel or rearrange the booked tour, please inform us at least three days prior to your visit.

Visiting groups who fail to comply with the regulations for two times will be suspended from tour application for six

months.

4. If visiting groups turn up late, the tour would still finish as scheduled, in order not to affect subsequent tours of the day.

5. Group leaders are responsible for their members’ safety during the guided tour and for their cooperation with the institute and

the guide of the tour.