**國立傳統藝術中心臺灣音樂館個人資料保護告知事項**

各位讀者您好！

非常歡迎蒞臨國立傳統藝術中心臺灣音樂館（以下簡稱本館），本館依據中華民國＜個人資料保護法＞規定，

特此向您說明本館的個人資料保護告知事項，以保障您的權益，請您詳閱下列內容：

 一、本館暨委外服務廠商得於國立傳統藝術中心範圍及營運期間，基於辦理導覽預約申請、館藏調閱、資料

 申請、影音播放其他營運之特定目的，依您利用本館之不同之服務種類，蒐集、處理及利用包括但不限

 於您本人之姓名、住址、聯絡電話及電子信箱等，俾利本館提供讀者各項服務。為方便您隨時前來利用

 本館服務，如未經您主動要求刪除或停止利用，本館將於營運期間繼續保留您的個人資料，以電子或紙

 本方式供本館利用。您得自由選擇填具個人資料，惟若提供之資料不足或有誤時，本館將無法核准申辦

 或提供完整服務。

 二、本館依據＜個人資料保護法之特定目的及個人資料之類別＞中「一一五：博物館、美術館、紀念館或其

他公、私營造物業務；一四六：圖書館、出版品管理；一五三：影視、音樂與媒體管理；一五九：學術

研究」之特定目的蒐集以下類別之個人資料：

 1. Ｃ○○一 辨識個人者（姓名、住家電話號碼、行動電話、通訊及戶籍地址、電子郵遞地址等）

 2. Ｃ○六一 現行之受僱情形（僱主、工作職稱）

 3. Ｃ○五一 學校紀錄

 4. Ｃ○五四 職業專長

 三、根據＜個人資料保護法＞，您得就您所提供予本館的個人資料行使下列權利：

 1. 查詢或請求閱覽。

 2. 請求製給複製本。

 3. 請求補充或更正。

 4. 請求停止蒐集、處理或利用。

 5. 請求刪除。

 您可直接將行使權利之書面交付與本館現場服務人員或寄送至本館，本館將於收悉您的請求後儘速依法

 處理。

 四、本館蒐集之個人資料僅限於前開特定目的範圍內之利用，並將遵守「個人資料保護法」之規定，本館絕

 不會於未經您事前同意或欠缺法律依據下，將您的個人資料任意提供、出售、交換、或出租給其他團體、

 個人或私人企業。但有下列情形者除外：

 1. 配合司法單位合法的調查。

 2. 配合相關職權機關依職務需要之調查或使用。

 3. 基於善意相信揭露為法律需要，或為維護和改進服務而用於管理。

 五、本館蒐集之紙本個人資料均轉為電子資料儲存，並將紙本資料交由特定保管人妥善保管及定期銷毀。電

 子資料則設有安全防護措施，加以保護資料庫及您的個人資料。

 六、本告知事項之發布，明確宣示本館對於維護個人資料安全之關注，本館全體人員均已確實瞭解此告知事

 項內容，並落實於日常作業流程之中。

**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.