

Test of Chinese as a Foreign Language (Home Edition) Notice Regarding Collection of Personal Data

The Steering Committee for the Test of Proficiency (referred to below as SC-TOP) has been commissioned by the ROC Ministry of Education to administer the Test of Chinese as a Foreign Language Home Edition (TOCFL). The following descriptions are on the measures that SC-TOP may take to collect, process, and use the personal data of test takers of TOCFL (Home Edition) in accordance with the provisions of the Personal Data Protection Act.

If you have not yet reached age of majority within your local legal jurisdiction, please read this Notice carefully together with your legal guardian and provide personal data to SC-TOP only with the consent of your legal guardian. Without the written manifest consent of your legal guardian, please do not apply for taking the TOCFL Home Edition, register on the SC-TOP online system, or provide any personal data to SC-TOP.

If a third party—such as a school teacher, local ROC representative office personnel, or a local SC-TOP representative—is assisting you to provide your personal data to SC-TOP to register for a test WITHOUT the written manifest consent of you or your legal guardian to all parts of this Notice, please immediately contact SC-TOP using the contact information provided below.

If you are a teacher or other representative applying for the test on behalf of the test taker, you must affix your signature, office, and job title on the affidavit, to claim to SC-TOP that you have obtained appropriate authorization by the test taker and/or their legal guardians, and that the test taker and/or their legal guardians have carefully read, understood and agree to the contents of this Notice.

1. The purposes for which SC-TOP collects your personal data

- 1.1 SC-TOP collects your personal data in order to provide a range of services associated with your taking the TOCFL (Home Edition). These include but are not limited to checking your test eligibility, scheduling and arranging tests, notifying you about test arrangements, fee payments, printing of score reports and certificates.
- 1.2 SC-TOP collects some of your personal data for the purposes of testing discipline and ensuring the truthfulness and validity of the TOCFL (Home Edition). This may include using videocamera devices to supervise the at-home testing process.
- 1.3 SC-TOP also collects your test scores, details of your education background, and your professional circumstances for other fair and legitimate purposes such as statistical analyses of the people who have registered, the people who have taken tests, and test data, and to promote various tests, events and recruitment information.

2. The categories of personal data collected

- 2.1 Personal identification details: your full name, date of birth, gender, photo image, video image, nationality, country of residence, passport number, and Taiwan Alien Residence Card number (if applicable) or other personal ID document numbers.
- 2.2 Contact details: your phone number, mobile phone number, email address, messaging platform username, and mailing address, etc.
- 2.3 Payment details: order number, payment information, etc.
- 2.4 At-home testing details: system username and password, location, IP address, and other at-home testing system usage records, etc.
- 2.5 Personal background: your native language, whether Chinese is used among your family members, your education, your occupation, your employer, etc.

3. The length of time that SC-TOP retains and uses the personal data

- 3.1 Any video image of you taken during the testing process will be used only for real-time test monitoring purposes, and will not be kept after the test has finished. Unless the law or this Notice stipulates otherwise, SC-TOP will retain and use the personal data you provide when you register for a TOCFL

test for five years from the date of the last test that you took, or from the most recent time that you registered for a test (whichever is later). During this period SC-TOP will only use this data for the purposes and within the scope outlined above.

- 3.2 If you demand that SC-TOP close your account or delete your personal data, SC-TOP shall not continue to keep any of your data in any manner that reveals your identity, unless the relevant laws and regulations otherwise stipulate or unless SC-TOP has legitimate and legal rights to retain the data.
4. How SC-TOP uses your personal data and the relevant legal basis

SC-TOP collects your personal data in the legitimate interest of testing administration or with your permission in order to fulfill its agreement to implement the TOCFL and all legal obligations. SC-TOP will use your personal data for the following purposes as follows:

- 4.1 Creating and managing an account for you when you register
 - 4.2 Reviewing your eligibility to take a test
 - 4.3 Communicating with you to confirm your identity or for fee payment
 - 4.4 Providing you with information related to any test(s) you have registered for
 - 4.5 Practically implementing the test and carrying out appropriate test monitoring
 - 4.6 Responding to any technical failures during testing
 - 4.7 Sending the test score report(s) and/or certificate(s) to your designated mailing address.
 - 4.8 Providing your personal data to the ROC overseas representative office or a local SC-TOP agent in your area, or to your educational institution or legal guardians, so that they can convey to you test-related information or forward to you your test score report(s) and/or certificate(s).
 - 4.9 Including in material for statistical analyses for SC-TOP to use as reference when planning and improving testing, or to include in material for statistical analyses for SC-TOP to provide to the ROC Ministry of Education in order to facilitate its understanding of the performance of SC-TOP.
 - 4.10 Providing you with information about other tests, or events, or personnel recruitment.
5. Where SC-TOP saves and uses your personal data

All personal data of test takers and those registered on the system is sent to and stored in the SC-TOP's database within Taiwan R.O.C., regardless of the locations of registration. SC-TOP uses encryption, access restrictions, and other appropriate measures to ensure the safety of your personal data. SC-TOP also uses third party service providers (for example, computer remote access service providers, third party transaction services, etc.), so personal data may be stored on the local servers of other third party service providers.

6. How SC-TOP shares your personal data

SC-TOP will not lease, lend, or sell your personal data to any third parties. Your personal data may be disclosed to third parties only under the following circumstances

- 6.1 In order to fulfill its duty to administer the TOCFL (Home Edition), SC-TOP will provide data to third party service providers (for example computer remote access service providers, third party financial service providers, etc.) and the local testing centers.
 - 6.2 If SC-TOP receives a request from any government agency or judicial authority, or needs to exercise its legal rights, your personal data may be given over to the appropriate authorities.
7. The rights you may exercise

If SC-TOP has collected your personal data, you may contact SC-TOP by email (service@sc-top.org.tw), by phone (886-2-7749-5638), or by fax (886-2-2601-4181) to exercise your rights as follows, to which SC-TOP will respond within the permission by applicable laws and regulations:

- 7.1 To access (view, check) your personal data. If you have an online account you can log into your account to view your personal data.
- 7.2 To request to be given a printed copy of your personal data or a copy of your personal data in an electronic file in a structured, commonly used and machine readable format.
- 7.3 To update or revise your personal data.

7.4 To ask SC-TOP to stop or limit its handing or use of your personal data. If SC-TOP provides you with other information on other tests, events, or recruitment, you can refuse the use of your personal data for this purpose at any time.

7.5 To request the deletion of your personal data.

7.6 To reject any automated decision-making that significantly affects you.

For your personal data SC-TOP has collected, processed, or used with your consent, you may at any time withdraw that consent, but this will not influence the legality and the fait accompli of the collection, processing, or using of the said data before the consent is manifestly withdrawn. You may also file in appeals to ROC competent authorities of personal data protection or your local competent authorities against SC-TOP for collection, processing, or using of your personal data. °

8. Children's data protection

SC-TOP will not knowingly collect personal data of any minors without the consent of their legal guardian. For any case of children or minors have providing SC-TOP with their personal data without the legal guardians' consent, please inform SC-TOP at the earliest for necessary response.

9. Your personal data provided to SC-TOP are for the implementation of the test services. Failure to provide complete and correct information may affect account creation, identity verification, test conduction, data transfer, and test results correctness, grade report and certificate delivery, etc. Other details provided, such as your education or occupation, will be used by SC-TOP for statistical analyses only and will not in any way affect your rights as a test taker.

For any questions or further information, please contact SC-TOP by email (service@sc-top.org.tw).