

## **Notice on Personal Data Collection of Members/Test-takers of Test Of Chinese as a Foreign Language (TOCFL) and Children's Chinese Competency Certification (CCCC)**

The Test Of Chinese as a Foreign Language (TOCFL) and the Children's Chinese Competency Certification (CCCC) is entrusted to the Steering Committee for the Test of Proficiency (SC-TOP) by the ROC Ministry of Education. This Notice is hereby presented on the collection, processing, and use by SC-TOP of the personal data of members and test-takers.

Those who have not yet attained the age of majority under applicable jurisdiction are advised to read this Notice carefully in company of their adult legal guardian and to provide personal data to SC-TOP only with the consent of the guardian.

Those who intend to provide the personal data to apply for the tests of SC-TOP through a third party, e.g. a school teacher, an ROC representative office or a local agency of SC-TOP, but do not wish to give consent to the content of this Notice or do not have the consent of the legal guardian, should contact SC-TOP at the address provided in this Notice.

1. The rationale and purposes of personal data collection by SC-TOP and types of data collected
  - 1.1 Personal data, both categorical and characteristic data, of the members/test takers are collected by SC-TOP for performing the agreement in the service contract with the members/test takers, including functions of eligibility review, test taker management, test arrangement, business contact, schedule notification, fee collection, printing of score reports and certificates, etc.
  - 1.2 Personal data of the members/test takers, including test scores, learning and work conditions, etc. are also collected by SC-TOP for other fair and legitimate reasons, such as statistical analysis of the data of members, test takers and the tests, and for the promotion of various tests, events and recruitment, etc.
2. The length of time the collected personal data are retained and used by SC-TOP
  - 2.1 Unless otherwise stipulated by law, the data of member registration, test application and test scores are retained by SC-TOP for five years from the date of the last test taken, during which period they will be used by SC-TOP for the purposes stated in the preceding paragraphs.
  - 2.2 Upon the request of the members/test takers to delete the member account, application data and other

personal data, SC-TOP will not retain the data in a manner that makes the members/test takers identifiable unless the law otherwise stipulates the obligation of SC-TOP to retain the data, or unless SC-TOP has legitimate and legal rights to do so.

### 3. The manner the personal data are used by SC-TOP

The personal data collected by SC-TOP will be used in the territory of the Republic of China or at the locations of the members/test takers or their agents for purposes such as:

- 3.1 To create a member account and manage it for those who have registered as a member.
- 3.2 To review the eligibility of test application.
- 3.3 To communicate with the members/test takers for validating the identity or for fee payment.
- 3.4 To notify the members/test takers of information related to the tests.
- 3.5 To send the test score reports and certificates to the address designated by the members/test takers.
- 3.6 To provide the personal data of the members/test takers to the official ROC representative office, the SC-TOP agency, the school or the legal guardian of the members/test takers, so they can assist in conveying test-related information or forwarding test score reports and or certificates.
- 3.7 To perform statistical analyses on various types of personal data of members/test takers to serve as reference for SC-TOP to plan and improve its tests or to provide the same to the ROC Ministry of Education for the purpose of supervising the work of SC-TOP.
- 3.8 To provide the members/test takers with information on other tests, events, or talent recruitment.
- 3.9 To transmit the data of members/test-takers both within and without the ROC territory to SC-TOP data banks within the ROC territory, to have them encrypted, under authorization controls and other appropriate measures to ensure the safety of the personal data.

### 4. The rights of the members/test takers as stakeholders

Members registered with SC-TOP can sign-in the personal account on the official SC-TOP website to view or edit the personal data, to check the test scores in 5 years after the date of membership registration. Contact can be made (by members or non-members) with SC-TOP in writing (application form), by fax (886-2-2601-4181), by phone (886-2-7749-5638), or by email ([service@sc-top.org.tw](mailto:service@sc-top.org.tw)) for the following demands and SC-TOP will comply with the demands to the extent as permitted by applicable laws:

- 4.1 To access (view, check) own personal data.
- 4.2 To update or revise own personal data.

- 4.3 To demand to stop or limit the processing/use of own personal data, or to claim an objection to the manner in which SC-TOP uses the personal data.
- 4.4 To demand to delete own personal data.
- 4.5 To demand the provision of own personal data in a printed copy or in structured, machine-readable electronic files in a universal file format.

Complaints can be made to the local data protection authority against SC-TOP's collection, management, or usage of own personal data of the members/test takers.

5. The categorical and characteristic personal data are necessary for the test administration services. Failure to provide these in full may affect the creation of the membership account, identity validation, data transfer, certificate confirmation, and score report/certificate delivery. Other information such as education and work history is for SC-TOP's statistical analyses and does not affect the rights of the members/test takers.

For any questions about this Notice, please email to SC-TOP ([service@sc-top.org.tw](mailto:service@sc-top.org.tw)). We will gladly respond with clarification.