

CYCU Campus Personal Data Protection Guidelines for the Use of Biometric Recognition Technology

March 5, 2020, Approved at the 978th Administrative Meeting

- Article 1. To regulate the collection, processing, and use of personal biometric data through biometric recognition technology on campus and to protect the rights of faculty, staff, and students, Chung Yuan Christian University (hereinafter "the University") has established the "Campus Personal Data Protection Guidelines for the Use of Biometric Recognition Technology" (hereinafter "these Guidelines") in accordance with the Ministry of Education's "Guidelines for Personal Data Protection in Campus Use of Biometric Recognition Technology."
- Article 2. For administrative purposes, the University may use biometric recognition technology to identify specific individuals through a system. The use of such technology shall comply with the "Personal Data Protection Act" and adhere to these Guidelines.
- Article 3. Definitions in these Guidelines:
1. **Biometric Features:** Refers to physiological characteristics unique to an individual that are sufficient for identification, such as fingerprints, facial features, iris patterns, voice, palm prints, and veins.
 2. **Raw Biometric Data:** Refers to the original data collected by sensors, such as scanners or cameras, used to capture an individual's biometric features.
 3. **Feature Value:** Refers to data transformed from raw biometric data using various techniques or algorithms to create irreversible information for biometric comparison.
 4. **Biometric Recognition:** Refers to the use of biometric technology to compare stored feature values in a database to identify specific individuals.
- Article 4. When using biometric recognition technology, the University shall respect the rights of faculty, staff, and students, openly explaining its use in a manner consistent with principles of honesty and integrity, without exceeding the

necessary scope for specified purposes. The data collection must be reasonably related to the stated purpose.

Article 5. Before collecting biometric personal data through biometric recognition technology, the University shall inform the individual of the items required under Article 8, Paragraph 1 of the “Personal Data Protection Act,” including relevant rights and complaint channels, ensuring the individual fully understands the purpose and related rights.

The University must obtain consent from the individual; for minor students, consent from their legal guardians is also required. If an individual does not consent to provide biometric data, the University shall offer alternative options to ensure that their rights are not adversely affected.

Article 6. The University shall use biometric personal data only for the purpose for which it was collected and shall not use it for any other purposes.

Article 7. In using biometric recognition technology, the University shall primarily process data by converting it to feature values. As a rule, raw biometric data should not be retained unless necessary, and, if retained, should be encrypted and stored separately from feature values on different storage media with strict access control measures.

Feature values should be pseudonymized using identifiers or codes when linked to personal data. If connection with other personal data is necessary, data minimization principles must be followed.

If feature values are combined with other personal data in a way that allows for direct or indirect identification of the individual, the University shall implement technical and organizational security measures in accordance with Article 12, Paragraph 2 of the “Enforcement Rules of the Personal Data Protection Act” to prevent theft, alteration, damage, loss, or leakage of personal data.

These security measures shall follow the fundamental measures and practices for personal data security in educational institutions and adhere to relevant provisions of the Information and Communication Security Management Act.

Article 8. The Guidelines are implemented following approval at the Administrative Meeting and subsequent submission to the President for promulgation. The same procedure applies to amendments.