

## 蒐集、處理及利用個人資料告知書

### Notification of Collection, Processing and Use of Personal Information

基於投保保險所需，美世保險經紀人股份有限公司（下稱「美世」）將對當事人之個人資料進行蒐集、處理、利用等事宜，是依《個人資料保護法》（下稱「本法」）第8條及第9條告知相關事宜如下：

As required for group insurance, Mercer Broking Limited (hereinafter referred to as “Mercer”) hereby notify you that collecting, processing and using your Personal Information are in accordance with Articles 8 and 9 of the “Personal Information Protection Act” (hereinafter referred to as “Act”):

一、 個人資料係由當事人或本要保單位蒐集後提交予美世。

The Personal Information are collected and provided to Mercer by the Policyholder or the Insured.

二、 蒐集之目的：為保險經紀及其他經營合於營業登記項目或組織章程所定之業務之執行。

**Purpose of Personal Information Collection:** For execution of insurance brokerage and other registered businesses or business as provided in the Articles of Association.

三、 蒐集之個人資料類別： 當事人之基本資料（基本資料包括姓名、出生日期、身分證字號或護照號碼或居留證號等個人識別ID）、職稱（職級）、投保薪資、身份別、投保其他家保險公司之各險種投保保額、病歷、醫療、健康檢查等之個人資料。

**Categories of Personal Information Collected:** Personal information such as the Insured’s basic information (including name, date of birth, personal identification numbers such as ID number, passport number or Alien Resident Card (ARC) number), job title (job ranking), insurance salary, relationship with the employee, insurance coverage with other insurers, medical record, health check record and so forth.

四、 個人資料利用之期間、地區、對象、方式：

- （一） 期間：因執行業務所必須及依法令規定應為保存之期間
- （二） 對象：美世、保險公司、業務委外機構（包括但不限於威達信集團（Marsh & McLennan Group）之其他成員、關係企業或其他指定之第三人）、財團法人金融消費評議中心、依法有調查權機關或金融監理機關。
- （三） 地區：上述對象所在之地區。
- （四） 方式：以手動或電子化自動方式，或其他合於法令規定之利用方式。

**Time Period, Location, Entitles and Methods of Using Personal Information:**

- （1） Time Period: the data retention period required due to business operation needs or by applicable laws and regulations
- （2） Entitles: Mercer, the insurers, the outsourced institutions (including but not limited to other members, affiliates, or any appointed third party of Marsh &

McLennan Group), the Financial Ombudsman Institution, the government agencies with the authorities of investigation or financial supervision.

- (3) Locations: the places where the above Entitles are located.
- (4) Methods: Manual or automatic methods, or other methods in compliance with the regulations.

五、當事人依本法第3條規定得行使之權利及方式：當事人得以書面方式向本要保單位及美世（美世地址：台北市民權東路3段2號4樓）申請查詢、閱覽其個人資料；亦得申請製給複製本、補充或更正個人資料及要求對其個人資料停止蒐集、處理、利用或刪除個人資料。

**The rights the Insured may exercise and the methods to exercise such rights pursuant to Article 3 of the Act:** The Insured may request to enquire or review his/her Personal Information by providing a written request to the Policyholder or Mercer (address of Mercer office: 4F, No. 2, Section 3, Minquan East Road, Taipei City 10477). The Insured may also request to copy, supplement or correct the Personal Information, or to discontinue collecting, processing or using or to delete the Personal Information.

六、當事人得自由選擇提供個人資料時，不提供將對其權益之影響：當事人倘不願意提供個人資料或不同意本要保單位及美世蒐集、處理或利用其個人資料者，美世將可能延後或無法進行必要之審核及處理作業，因此將婉謝、延遲或無法提供相關服務。

**The Insured may choose to provide the Personal Information or not, and the impact on the Insured's right if the Insured refuses to provide the Personal Information:** If the Insured refuses to provide the Personal Information or does not agree the Policyholder or Mercer to collect, process and use the Insured's Personal Information, Mercer may delay or be unable to proceed the necessary review and processing, and therefore Mercer may decline, delay or be unable to provide you with relevant services.