

Check-in and Check-out Inspection Register for Winter and Summer Project Teams (Including Short-term School Representative Teams)

Prepared: October 17, 2018

Camp Name		Accommodation Period		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Camp Leader's Student ID/Title		Mobile Phone/Extension			
Emergency Contacts	1. Name: _____ ; Phone: _____ 2. Name: _____ ; Phone: _____ 3. Name: _____ ; Phone: _____				
Check-in Instructions	1. For summer dormitory stays, please appoint 1-2 representatives to collect keys and access cards from the designated delivery office during check-in hours between 10:00 AM and 4:00 PM. Late arrivals will not be accepted. 2. To avoid impacting the next camp, each team must complete the check-out cleanliness inspection with the dormitory manager before the designated check-out time (4:00 PM). Failure to officially check out will result in a repair and cleaning cost of 1,000 TWD per person. 3. Upon check-in, inspect the room's interior equipment. If items are damaged, please request a room change at the delivery office. Do not occupy undesigned rooms.				

Accommodation Services Section	Assigned Dormitory		Check-in Location	_____ District Delivery Office
	Requested Accommodation Items	Keys: _____ Access Cards: _____	Administrative Officer Signature & Date	YY/MM/DD
Dormitory Check-in	Actual Accommodation Items Received	Keys: _____ Access Cards: _____	Dormitory Manager Signature & Date	YY/MM/DD
			Recipient's Signature & Date	YY/MM/DD

**Dormitory
Check-out**

1. Room Property Inventory: Complete Damaged (Compensation at market value): _____
2. Room Cleanliness Check: Cleaned Not Cleaned (1,000 TWD per person): _____
3. Key Return: All Returned Missing (300 TWD per key): ____ keys, Room No.: _____
4. Access Card Return: All Returned Missing (100 TWD per card): ____ cards, Room No.: _____

Manager's Signature & Date:

YY/MM/DD

Camp Leader/School Team Executive Director (Captain) Signature: _____

** Any repair and cleaning costs arising from incomplete check-out inspections will be notified and collected from the camp leader by the Accommodation Services Section.*

Additional Remarks

** The personal data collected on this form will be used solely for personal data-related services. Without the individual's consent, the data will not be used for other purposes or disclosed to third parties. It will be stored and managed securely in accordance with the university's Personal Data Protection Management System.*

Date: July 31, 2019

Accommodation Register (Extend if necessary)

	Student ID	Department/Grade	Name	Accommodation Arrangement	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

13					
14					
15					
16					
17					
18					
19					
20					

Advisor/Coach Signature

***Notes:**

1. Accommodation rosters for each camp should be filled out separately for males and females and emailed to ncu57290@cc.ncu.edu.tw with the subject line — **** Year ___ Camp Accommodation List (Male/Female).
2. As a principle, camp teams should adhere to the student dormitory regulations during their stay to avoid losing future accommodation rights.
3. This form is only applicable for short-term summer project camps (including short-term school representative teams); it is not suitable for long-term summer accommodations.

National Central University Personal Data Protection Policy – Consent Form for the Provision of Personal Data

Document Number: NCU-PIMS-D-013

Confidentiality Level: Internal Use

Version: 1.1

This consent form explains how National Central University (hereinafter referred to as "the University") will process the personal data collected through this form. By selecting "I agree" and signing this consent form, you acknowledge that you have read, understood, and agree to accept all contents of this consent form and any subsequent modifications or amendments. If you are under 18 years of age, your legal guardian must read, understand, and consent to all provisions within this consent form and any future amendments before you may use this service. However, if you have already accepted this service, it shall be deemed that you have obtained the consent of your legal guardian and agree to abide by all the regulations herein.

I. Collection, Updating, and Storage of Basic Personal Data

1. The University collects your personal data in accordance with the "Personal Data Protection Act" of the Republic of China and relevant laws, based on the University's [Privacy Policy Statement], for the purposes of collection, processing, and utilization of your personal data.
2. Please provide accurate, current, and complete personal data at the time of application.
3. The personal data collected by the University to perform its duties may include your name, title, contact information (phone number, email), and other relevant information (subject to adjustment based on circumstances).
4. If your personal data changes, please proactively request correction to ensure it remains accurate, current, and complete.
5. If you provide incorrect, misleading, outdated, incomplete, or false information, you will bear the relevant loss of rights and interests.

6. You may exercise the following rights regarding your personal data in accordance with the "Personal Data Protection Act" of the Republic of China:
 - (1) Request to inquire or review your data.
 - (2) Request a copy of your data.
 - (3) Request to supplement or correct your data.
 - (4) Request to cease collection, processing, and utilization of your data.
 - (5) Request deletion of your data.

However, the University may refuse such requests when necessary for executing its duties or business. If you wish to exercise the above rights, please contact the personal data protection contact window as specified in the University's [Privacy Policy Statement]. The University shall not be responsible for any damages arising from the exercise of these rights that result in your rights and interests being affected.

II. Purpose of Personal Data Collection

1. The University collects your personal data to carry out matters related to dormitory management (subject to adjustment based on actual circumstances and specific forms).
2. If the purpose of using your personal data differs from the original purpose for which it was collected by the University, we will seek your prior written consent before using the data. You may refuse to provide your personal data; however, doing so may result in the loss of associated rights and benefits.
3. The University will utilize your personal data for a period of up to ten years from the date of collection (subject to adjustment based on actual circumstances and specific forms), and the data will be used within Taiwan.

III. Confidentiality of Basic Data

Your personal data is protected and governed by the University's [Privacy Policy Statement]. If the University violates the provisions of the "Personal Data Protection Act" or if your data is compromised due to natural disasters, incidents, or other force majeure, resulting in theft, leakage, alteration, or other infringements, the University will, upon investigation, notify you through appropriate means such as telephone, letter, email, or website announcement.

IV. Effectiveness of This Consent Form

1. By selecting "I agree" and signing this consent form, you acknowledge that you have read, understood, and agree to all the terms herein. If you violate any of the terms, the University may terminate all rights or services provided to you at any time.
2. The University reserves the right to modify the provisions of this consent form at any time. Such modifications will be announced on the University's website; no individual notice will be issued. If you do not agree to the modifications, please refrain from continuing to use this service. Continued use of the service shall be deemed as your acceptance of and agreement to the amended or additional terms of this consent form.
3. Any advice or information obtained by you from this consent form, whether in written or oral form, shall not constitute any guarantee beyond the explicit provisions of this consent form unless otherwise specified.

V. Governing Law and Jurisdiction

The interpretation and application of this consent form, as well as any disputes related to this consent, shall be governed by the laws of the Republic of China (Taiwan). The Taoyuan District Court of Taiwan shall have jurisdiction over any such disputes.

I have read and accept the contents of the above consent form.

Parties Involved' Signature: _____ (Please sign personally)

Date: _____ / _____ / _____

