

個人資料蒐集告知事項

[PRIVACY NOTICE]

Diamond Heart Dance Studio 尊重所有顧客、參與者、授課教師及承租方之個人資料隱私，並依適用之臺灣個人資料保護相關規定蒐集、處理及使用個人資料。[**Diamond Heart Dance Studio** respects the privacy of the personal data of its guests, participants, instructors, and renters and processes such data in accordance with applicable Taiwanese data protection laws and regulations.]

1. 個人資料蒐集單位 [Data Controller]

個人資料蒐集單位: *Diamond Heart Dance Studio*

聯絡人 [Studio Director]: *Zsolnai Tamás*

電子郵件／聯絡方式 [Email/Contact Information]: *diamondheartdancestudio@gmail.com*

2. 蒐集之個人資料 [Personal Data Collected]

工作室得於營運所必要之範圍內蒐集及處理下列個人資料 [The Studio may collect and process the following personal data to the extent necessary for its operations]:

- 姓名 [name];
- 電話號碼 [telephone number];
- 電子郵件地址及其他聯絡資訊 [email address and other contact information];
- 預約及課程出席紀錄 [reservation and class attendance information];
- 與合約及付款相關之資料 [information related to contracts and payments];
- 如有提供，緊急聯絡人之資料 [emergency contact information, where provided];
- 簽名 [signature];
- 為提供工作室服務所必要之其他資料 [other information necessary for the provision of Studio services].

工作室不會要求提供與服務無關或非必要之個人資料。[The Studio will not request personal data that is unnecessary or unrelated to the services provided.]

3. 蒐集及使用目的 [Purposes of Data Processing]

個人資料可能用於以下目的 [Personal data may be used for the following purposes]:

- 處理預約及教室租借 [managing reservations and studio rentals];
- 管理課程及活動 [administration of classes and events];
- 與顧客、授課教師及承租方聯絡 [communication with guests, instructors, and renters];
- 處理合約及付款事項 [managing contracts and payments];
- 安全及緊急情況聯絡 [safety and emergency communication];
- 維持工作室營運及提供相關服務 [maintaining Studio operations and providing services];
- 履行法律、會計或其他法定義務 [fulfilling legal, accounting, or other regulatory obligations].

如欲將個人資料用於行銷或廣告目的，僅會在具有適當法律依據或取得必要同意之情況下進行。[Personal data will only be used for marketing or advertising purposes where an appropriate legal basis exists or where the required consent has been obtained.]

4. 個人資料之使用及保存 [Use and Retention of Personal Data]

Diamond Heart Dance Studio 僅會在達成上述目的所必要之範圍內使用個人資料。[Diamond Heart Dance Studio will use personal data only to the extent necessary for the purposes described above.]

僅限因工作室營運需要而有合理必要之人員得存取相關個人資料。[Access to personal data is limited to persons who reasonably require such access for the operation of the Studio.]

個人資料僅於下列情況下得提供予第三方 [Personal data may be disclosed to a third party only where]:

- 為提供或履行相關服務所必要 [it is necessary to provide or perform the relevant service];
- 已取得當事人適當之同意 [the individual has provided appropriate consent];
- 法律或主管機關要求提供 [disclosure is required by law or by a competent authority];
- 或具有其他合法之資料提供依據 [or another lawful basis for disclosure exists].

個人資料僅保存至達成蒐集目的、履行契約關係或符合法律義務所必要之期間。[Personal data will be retained only for as long as necessary for the purpose for which it was collected, for the performance of a contractual relationship, or to comply with applicable legal obligations.]

上述必要期間屆滿後，個人資料將予以刪除，或以無法再識別當事人之方式處理，但法律另有規定須繼續保存者除外。[After the necessary retention period has expired, personal data will be deleted or processed in a manner that no longer allows the individual to be identified, unless further retention is required by law.]

5. 個人資料安全 [Data Security]

工作室將採取合理且適當之措施，以保護個人資料免於未經授權之存取、遺失、變更、公開或不當使用。[The Studio will take reasonable and appropriate measures to protect personal data against unauthorized access, loss, alteration, disclosure, or improper use.]

6. 當事人之權利 [Rights of the Individual]

依適用之臺灣個人資料保護相關規定，當事人得行使下列權利 [Under applicable Taiwanese personal data protection laws, individuals may exercise the following rights]:

- 查詢或請求告知其個人資料之處理情形 [request information regarding the processing of their personal data];
- 查閱其個人資料 [access their personal data];
- 請求提供個人資料之複本 [request a copy of their personal data];
- 請求補充或更正其個人資料 [request correction or supplementation of their personal data];
- 請求停止蒐集、處理或利用其個人資料 [request that the collection, processing, or use of their personal data be stopped];
- 請求刪除其個人資料 [request deletion of their personal data].

上述權利之行使仍應依相關法律規定及其限制辦理。[These rights are subject to any applicable legal limitations or requirements.]

如欲行使上述權利，可透過本告知事項所列之工作室聯絡方式提出申請。[Requests regarding these rights may be submitted through the Studio contact information listed above.]

7. 不提供個人資料之影響 [Consequences of Not Providing Personal Data]

在部分情況下，提供個人資料屬自願性質。[In certain cases, the provision of personal data is voluntary.]

然而，如所要求之個人資料為完成預約、合約、付款、安全措施或其他工作室服務所必要，若當事人選擇不提供相關資料，工作室可能無法提供該項服務、完成預約或建立相關契約關係。[However, where the requested personal data is necessary for a reservation, contract, payment, safety measure, or another Studio service, failure to provide the required information may result in the Studio being unable to provide the relevant service, complete the reservation, or enter into the contractual relationship.]

8. 本告知事項之確認 [Acknowledgment of this Privacy Notice]

當事人向工作室提供個人資料，即表示已知悉其個人資料將依本告知事項所述之目的及方式進行蒐集、處理及使用。[By providing personal data to the Studio, the individual acknowledges that their personal data will be collected, processed, and used for the purposes and in the manner described in this Privacy Notice.]

本告知事項本身並不當然構成對於依法須另行取得同意之個人資料處理行為的同意。[This Privacy Notice does not itself constitute separate consent for any processing activity for which applicable law requires specific consent.]