

## **Privacy and Security Policies**

Welcome to the Website of the Hu Shih Memorial Hall, Institute of Modern History, Academia Sinica (hereafter referred to as “the Website”). In order to ensure your security in using the Website’s services and information, we would like to introduce its privacy and information security policies. Please read the following articles with care so as to protect your interests.

### **I. Privacy policy**

#### **(I) Policy scope**

This policy applies to the use and protection of personal information collected when using the services offered by the Website. It is not applicable to the websites of other government agencies or non-government agencies that can be accessed via hyperlinks provided by the Website.

Other websites accessed by hyperlinks on the Website are governed by their own specific privacy policies; the Website does not bear any joint liability. When you link to other websites, the protection of your personal information is based on the privacy policies of those websites.

#### **(II) Collection and use of information**

1. The Website will not collect any personal information when a user browses or downloads files on the Website.
2. In order to provide you with the best possible interactive services, you may be asked to provide personal information in order to use some of the services offered on the Website, including sending customer service e-mails, applying for guided tours, applying to use the online Database, and applying for the Hu Shih Scholarship. If you provide erroneous or false information, the Website reserves the right to reject your application or refuse service.
3. The Hu Shih Memorial Hall will not sell or lease your personal information to other groups, individuals, or private entities. It will also not exchange such information with them, except under the following circumstances: (1) A law enforcement agency needs the data to conduct a lawful investigation; or (2) A public authority needs the data to conduct an investigation or carry out its duties.
4. The Website will record users’ IP addresses, access times, and frequency with which various information is accessed.

5. For the purposes of internal administration, the Website will use information on user browsing and access activities to analyze the total volume of website traffic and network activity. This information is important to our efforts at improving service quality.
6. The Hu Shih Memorial Hall must be notified if a user intends to quote any information from any Website pages. In addition, the source of any information used must be properly cited.

### (III) Information security

The computer servers hosting the Website are equipped with a firewall, anti-virus systems, and other necessary security measures. Strict protection measures have been introduced to safeguard the Website and users' personal information. Only authorized personnel are able to access your data.

Security measures have been taken to ensure that information provided on the Website's pages cannot be accessed or intruded upon by a third party during its transmission.

### (IV) Use of cookies

The Website will read and write cookies in your browser under the following circumstances in order to provide services tailored to your needs:

1. Cookies are created when you register or log on to the Website and are overwritten when you log off.
2. Cookies are used to tabulate numbers of visits and analyze users' browsing habits. The information collected is also used as a reference for helping the Website's operators improve services.

If you are unwilling to accept cookies, you can set the level of security (located under Internet Options in your browser) to High and refuse acceptance of any cookies. This will, however, prevent certain functions of the Website from operating normally.

### (V) Revisions to privacy policy

The Website's privacy policy is subject to revision at any time. Any such revisions will be posted on the Website.

### (VI) Inquiries about privacy policy

You are welcome to contact us anytime if you have questions about the Website's privacy policy.

## **II. Information security policy**

The Website prohibits unauthorized persons from taking any action that would compromise its confidentiality, integrity, or usability. Violators will be dealt with according to the law.

The Website has put in place the following security measures to ensure its secure and uninterrupted operation:

- (I) The Website has installed a firewall to limit access to designated ports so as to block illegal intrusion. This prevents unauthorized use of the Website, while also protecting users' interests.
- (II) Measures have been taken to detect network messages, monitor network traffic, and block any malicious activity.
- (III) Software is used to detect any Website vulnerabilities. It periodically scans the network system for weaknesses and takes appropriate measures to correct them.
- (IV) Administrators will periodically stage a mock hacker attack on the system and test the procedures in place to restore its functions should a security incident occur. These measures ensure the Website's uninterrupted operation.
- (V) Backup operations are carried out daily. All information on the Website is saved to a backup system.