



# **Taiwan Hon Chuan Enterprise Co., Ltd**

## **Personal Data Protection Policy**

Date : 2025.05.09

Taiwan Hon Chuan Enterprise Co., Ltd. ("the Company") places great importance on the protection of personal data. This Policy is established in accordance with the Personal Data Protection Act and relevant regulations, outlining how the Company collects, processes, utilizes, and safeguards personal data.

### **1. Purpose of Personal Data Collection**

The Company collects personal data for the following purposes:

- Customer service and communication
- Employee personnel and payroll management
- Supply chain collaboration and procurement operations
- Business activities, surveys, and contract fulfillment

### **2. Categories of Personal Data**

Depending on business or service needs, the Company may collect the following information:

- Basic Information: Name, telephone number, address, e-mail, etc.
- Financial Information: Bank account details, payment records
- Employee Information: Education and professional background, health check records, emergency contacts

### **3. Use of Personal Data**

Personal data will be used strictly within the scope of collection purposes and will not be applied for other uses without the data subject's consent. In specific cases, the Company may provide such information to third parties in compliance with legal requirements or requests from government authorities.

### **4. Data Security Measures**

To ensure the security of personal data, the Company adopts the following protective measures:

- Implementation of firewalls and encrypted data storage mechanisms
- Access restrictions limited to authorized personnel only



- Regular training on information security and personal data protection

## **5. Rights of Data Subjects**

Individuals have the right to request the following from the Company regarding their personal data: inquiry, correction, deletion, or the suspension of collection or use.

## **6. Contact Information**

For any questions or requests related to this Policy, please contact:

- Phone: +886-4-2358-0353
- Email: HR@mail.honchuan.com.tw (Human Resources mailbox)
- Address: No. 6, 2nd Rd., Taichung Industrial Park, Taiwan (R.O.C)

## **7. Policy Updates**

The Company will review and update this Policy periodically in response to changes in regulations and business requirements. Any revisions will be announced on the Company's official website.