

Acer Incorporated & Taiwan Subsidiaries
(collectively, “Acer”)

Rules Governing Management of Personal Data

Promulgated on October 22, 2012

1. These “Rules Governing Management of Personal Data” are hereby promulgated in response to the Personal Data Protection Law (the “**Law**”) and its relevant regulations.
2. All personal data collected, processed and used by each unit/department within Acer prior to the effective date of the Law is required to be reviewed and filled into a personal data spreadsheet. A custodian shall be appointed by each unit/department for keeping the personal data, and a “Personal Data Register” (sample form attached) shall be filled up and kept at the Legal Unit.
3. Where there is need for collecting, processing and using personal data due to business demands, application shall be submitted in accordance with the following procedures:
 - (1) Application for collecting, processing and using personal data shall first be submitted to the head of the relevant unit/department for approval; after the relevant unit/department head approves the application, it shall be further submitted to the Legal Unit and MIS for joint review;
 - (2) Legal Unit shall review the application for collecting, processing and using personal data and confirm the regulatory compliance of such personal data. Legal Unit shall also arrange relevant training session and coordinate with the responsible personnel for filling in the “Personal Data Register” form with respect to the collection, processing and use of such personal data;
 - (3) During its reviewing process, MIS shall evaluate and arrange the relevant technical support for collecting, processing and using personal data based on the respective needs of each applicant, and assist in the execution thereof; and
 - (4) After the joint review and relevant evaluation are completed, the application shall be further submitted to the manager of business unit level or above for final approval. The collection, processing and use of personal data may only commence with the approval by the manager of business unit level or above.
4. As a principle, Acer shall not collect, process or use classified (sensitive) personal data (as defined in the Law), except for the purpose of enforcing any legal requirement.
5. Collection, processing and use of personal data shall be consistent with the

purposes as listed in the Personal Data Register, and shall be limited to the scope necessary for carrying out business operations.

6. Each unit/department at Acer shall take into account the type, nature and item of personal data which it keeps and regulate internally the authorization of saving or deleting such personal data.
7. Personal data obtained through business engagement shall be either returned to the provider or destroyed after the respective business engagement is terminated, save as otherwise consented by the provider.
8. Where any personal data is provided by Acer to any third party as a result of Acer's business engagement, the obligation to abide by the Law and relevant regulations shall be imposed contractually onto such third party and specified in the relevant contract between Acer and such third party.
9. Each unit/department shall appoint a responsible person to manage the personal data and to handle the request for inquiries, changes and deletion of personal data as a result of the exercise of legal rights by the relevant owner of such personal data.
10. Audit and Legal Units shall perform the audit according to the annual audit plan and propose amendments to the Rules.

**Application Form
Collection, Processing and Use of Personal Data**

Unit/Unit No.		Name and Extension No. of Responsible Person	
Application Date		Type of Personal Data	As attached
Reason and Purpose for Collection, Processing and Use of Personal Data	Reason Purpose		
Unit Custodian of Personal Data		Method of Custody	
Approval by Unit/Dept. Head			
Responsible Personnel at Legal Unit		Legal Unit Remark	
Responsible Personnel at MIS		MIS Remark	
Time of Training Session		Attendees of Training Session	Attendance sheet attached
Approval by BU Manager			
Note			

Personal Data Register

Unit:

Unit No.:

Type of Personal Data	Purpose	Collection	Method of Safekeeping	Rules Governing Safekeeping				
		<input type="checkbox"/> Direct <input type="checkbox"/> Indirect	<input type="checkbox"/> Paper <input type="checkbox"/> Computer file, saved in <input type="checkbox"/> PC <input type="checkbox"/> Server <input type="checkbox"/> Web Link: _____ <input type="checkbox"/> Others _____	1. Use of personal data is limited to purposes stated herein. 2. Upon change of custodian, transfer procedures shall be completed. 3. Custodian shall duly abide by the Rules Governing Management of Personal Data.				
C U S T O D I A N	Custodian		Date of Custody		Custodian		Date of Custody	
	1		From To	4		From To		
	2		From To	5		From To		
3		From To	6		From To			
L E G A L & M I S	L		From To	M I S		From To		
	G A L		From To			From To		
NB	Commence Data of Collection of Personal Data							