

National Tsing Hua University Student Affairs Division of Health Service – Medical Equipment Borrowing Guidelines

Approved by the Student Council Report on the 2nd semester of the 112th academic year

Approved by the Student Council Report on the 1st semester of the 113th academic year

1. In order to protect the rights of faculty, staff, and students of NTHU to borrow medical equipment resources, and to improve the efficiency of equipment use, we hereby establish these guidelines.
2. Eligibility: Limited to faculty, staff and students of NTHU. Student ID or staff ID card must be presented when borrowing.
3. Equipment list: Crutches, wheelchair, electronic axillary thermometer, first aid kit, first aid waist pack, forehead thermometer, and ice bucket.
4. Borrowing Procedure:
 - I. Please bring your student ID card or staff ID card for verification and fill out the application form on-site. Your ID card will be held as identification during the borrowing process and will be returned once the equipment is returned. Please visit the Division of Health Service during working hours.
 - II. When borrowing, the equipment would be counted, the expiration date would be checked, and the equipment function would be tested right on spot.
 - III. If there any special reasons that the equipment could not be returned as scheduled, it should be renewed with the Division of Health Service before the due date, and the renewal is generally allowed once.
5. Borrowing Period:
 - I. Crutches, wheelchairs and Electronic Axillary Thermometer: Up to 2 weeks from the date of borrowing.
 - II. First aid kit, first aid waist pack, forehead thermometer, ice bucket: 2 days before the event and returned within 2 days after the event ends.
6. Return Process:
 - I. When returning, the borrower must confirm that the equipment is not damaged in the presence of members of the Division of Health Service. The collateral ID card will be returned after the equipment has been verified as undamaged.
 - II. If the equipment is lost or damaged, repairs or purchase of identical equipment must be made within 2 weeks, The collateral ID card will be returned after the issue is resolved.
 - III. Overdue borrowers will have their borrowing rights suspended for 2 weeks from the date of actual return.
 - IV. If the equipment is not returned or renewed in 2 weeks after the due date, you will be punished according to the relevant regulations of NTHU.
7. Precautions for borrowing:
 - I. First aid kits, first aid waist packs, forehead thermometers and ice buckets are only available for on-campus activities and student clubs, not for individuals.
 - II. **First aid kits and first aid waist packs are only available for those who have completed first aid training or a first aid education course of at least 4 hours and possess a valid certificate.**
 - III. Generally one first aid kit or first aid waist pack could be borrowed for each activity or club.
8. This notice will be implemented after being approved by the Student Affairs Office.

National Tsing Hua University Division of Health Service Equipment Borrowing Application Form

Department/ Unit		Borrower		Student/Staff ID No.	
Contact No.		E-mail			
Reason of Borrowing	☐ Self-use ☐ Event/Club Name:				
E q u i p m e n t	Quantity	Equipment No.	Borrowing Period and Instructions		
☐ First Aid Kit		NO.	● Borrow 2 days before the event and returned within 2 days after the event ends. ● Only available for on-campus activities and student clubs, not for individuals. ● First-aid kit and first-aid waist pack borrowers must present your valid emergency certificate.		
☐ First Aid Waist Pack		NO.			
☐ Forehead Thermometer		NO.			
☐ Ice Bucket		NO.			
☐ Crutches		NO.	Up to 2 weeks from the date of borrowing, and a collateral ID is required.		
☐ Wheelchair		NO.	Up to 2 weeks from the date of borrowing, and a collateral ID is required.		
☐ Electronic Axillary Thermometer		NO.	Up to 2 weeks from the date of borrowing, and a collateral ID is required.		
Total Amount		Collateral ID	☐ National ID ☐ Driver's License ☐ Residence Permit ☐ Passport ☐ Others :		
Remarks: 1. The non-consumables and empty bottles in the first aid kit should be returned after use (including scissors, tweezers, axillary thermometers, cold ice packs, and Muscle and joint spray). After using the armpit thermometer, wipe it with an alcohol pads or wet wipes and air dry it naturally. 2. If the consumables are insufficient after use, they can be replenished by the Division of Health Service during working hours. 3. If the equipment is lost or damaged, repairs or purchase of identical equipment must be made within 2 weeks for the collateral ID to be returned. 4. Overdue borrowers will have their borrowing rights suspended for 2 weeks from the date of actual return. 5. If the equipment is not returned or renewed in 2 weeks after the due date, you will be punished according to the relevant regulations of our school.					

- ☐ After the school informs the borrower of _____ the following information on the following page, I understand clearly the purposes and uses of collecting, processing, or utilizing my personal data, and I agree that within the scope of the information provided in items one to three above, my personal data may be collected, processed, and utilized.
- ☐ I do not agree to provide the personal data mentioned in part 2 on the next page.

Signature of Borrower : _____ Borrowing Date(YYYY/MM/DD) : / /

Estimated Return Date (YYYY/MM/DD) : / /

Signature of Division of Health Service : _____ Date of ID Verification (YYYY/MM/DD): / /

Signature of Returnee : _____ Return Date (YYYY/MM/DD): / /

Signature of Division of Health Service : _____ Date of Checking (YYYY/MM/DD): / /

(The recipient of Division of Health Service needs to confirm whether the borrowed items are damaged).

National Tsing Hua University Consent Form for The Compliance of The Personal Data Protection Act

In accordance with the provisions of Article 8, Paragraph 1 of the Personal Data Protection Act, National Tsing Hua University (hereinafter referred to as "NTHU") informs you of the following matters, and requests you to read and agree that NTHU may collect, process and use your data within the scope of the following matters 1 to 3:

1. **Purpose of collection: 156 health administration.**
2. **Types of Personal Data Collected: C001. Type for identifying individuals, C003. Government data identifiers**
3. **Duration, region, recipients, and methods of personal data utilization:**
 - i. Duration: The period for personal borrowing of equipment from this group extends until one year after the equipment is returned
 - ii. Region: NTHU
 - iii. Recipient: NTHU
 - iv. Method: Automated machines or other non-automated use.
4. **In accordance with Article 3 of the Personal Data Protection Act, you may exercise the following rights in relation to your personal data held by NTHU:**
 - i. You may inquire about, request to see or request a copy from NTHU. NTHU may charge necessary costs in accordance with the law.
 - ii. You may request supplements or corrections from NTHU, provided that the interpretation is appropriate in accordance with the law.
 - iii. You may request the school to cease collecting, processing, or utilizing your personal data, as well as request deletion. However, according to the law, the school may not comply with such requests if it is necessary for the execution of its business operations.
5. **Effect of your rights and interests as a result of not providing your personal data:**

You are free to choose whether or not to provide such personal data, but if you refuse to provide such personal data, NTHU will not be able to provide you with equipment borrowing services.

Record for Overdue Return of Medical Equipment Reminder:

The Date of the Reminder	Person in Charge of Reminder	Reminder Method
YYYY/ MM/ DD		☐ E-mail ☐ Telephone Call
YYYY/ MM/ DD		☐ E-mail ☐ Telephone Call
YYYY/ MM/ DD		☐ E-mail ☐ Telephone Call
YYYY/ MM/ DD		☐ E-mail ☐ Telephone Call