

The Establishing Guidelines of the Promotion and Execution Team of NDHU Information Communication Safety and Personal Data Protection

國立東華大學資通安全暨個人資料保護宣導及執行小組設置要點

Approved by the 4th session of the Administrative Council in the 2nd semester of the Academic Year

2007/2008 on April 16, 2008

Amended and approved by the 2nd session of the Administrative Council in the 1st semester of the Academic

Year 2008/2009 on October 8, 2008

Amended and approved by the 7th session of the Administrative Council in the 2nd semester of the Academic

Year 2010/2011 on May 25, 2011

Amended and approved by the 6th session of the Administrative Council in the 2nd semester of the Academic

Year 2011/2012 on June 20, 2012

Amended and approved by the 4th session of the Administrative Council in the 1st semester of the Academic

Year 2012/2013 on December 12, 2012

1. In order to effectively promote and execute publicizing measures concerning laws and regulations related to safety of information communication and personal data protection, and to urge NDHU's faculty, staff, and students to attach importance to the safety in question, the Promotion and Execution Team of NDHU Information Communication Safety and Personal Data Protection (hereinafter referred to as The Team) has been established.
2. The members of The Team include the Vice President, all Office Deans (Academic Affairs, Student Affairs, General Affairs, Research and Development, and International Affairs), all College Deans, all Directors (Committee for General Education, Center for Teacher Education, Library and Information Center, and Personnel Office), the Secretary General, a member with legal expertise, and two student representatives. The Vice President also serves the post of Convener; Director of Library and Information Center, Executive Secretary. The actual information safety matters are handled by a management technician assigned exclusively by LIC Director.
3. A legal expertise member assigned by the post of Convener and his term of office is two academic years
4. Two student representatives: elected by the NDHU Student Association (one college division, one graduate student). The term of office is one academic year and can be reappointed.
5. Job description of The Team:
 - (1) Planning and driving activities promoting laws and regulations related to safety of information communication and personal data protection.

- (2) Researching and drafting regulations and measures concerning the violation of information communication safety and personal data protection from NDHU's faculty, staff, and students.
 - (3) Concluding guidelines and standard operating procedures in terms of information communication safety and personal data protection.
 - (4) Assisting NDHU's faculty, staff, and students in handling information communication safety and personal data protection disputes.
 - (5) Other major issues related to safety of information communication safety and personal data protection.
4. All the team members are to be summoned every academic year; temporary meetings if necessary. Other faculty or staff can be invited to attend the annual meeting if relevant.
 5. These rules and all amendments are implemented upon ratification by the Administrative Council and approval by the President.