國立高雄餐旅大學資通安全暨個人資料保護推動委員會設置要點

Directives for the Establishment of the Information and Communications Security and Personal Data Protection Committee of National Kaohsiung University of Hospitality and Tourism

102年1月23日第276次行政會議審議通過
103年12月25日本校103學年度第1學期第1次校務會議通過(法規最末條條文統一修正)
108年4月22日配合本校組織規程教育部臺教技(二)字第1080055537號函核定修正(組織名稱、職稱變更)
112年4月26日第506次行政會議修正通過

Deliberated and approved at the University's 276th Administrative Meeting on January 23, 2013.
Adopted by the 1st University Council Meeting of the 1st Semester of the 2014–2015 Academic Year on December 25, 2014 (Standardized revision of the final article of regulations).
Amended on April 22, 2019, in alignment with the University's Organizational Regulations as approved and officialized by the Ministry of Education in Letter Tai-Jiao-Ji-(2) No. 1080055537 (Modifications of organizational names and job titles).
Amended and approved at the University's 506nd Administrative Meeting on April 26, 2023.

一、 國立高雄餐旅大學(以下簡稱本校)為推動並落實本校資通安全與個人資料保護政策，依據「資通安全管理法」、「教育體系資通安全暨個人資料管理規範」及「個人資料保護法」之規定，特設置資通安全暨個人資料保護推動委員會(以下簡稱本會)。

Article 1 National Kaohsiung University of Hospitality and Tourism (hereinafter referred to as "the University") has established the Information and Communications Security and Personal Data Protection Committee (hereinafter referred to as "the Committee") in accordance with the *Cybersecurity Management Act*, the *Information and Communications Security and Personal Data Management Standards for the Educational System*, and the *Personal Data Protection Act*, for the purpose of promoting and implementing the University's cybersecurity and personal data protection policies.

二、 本會任務如下：

(一) 本校資通安全及個人資料保護政策之擬議。

(二) 本校資通安全及個人資料管理制度之審議及推展。

(三) 本校資通系統及個人資料盤點與風險評鑑管理作業督導。

(四) 本校資通安全及個人資料保護教育訓練督導。

(五) 本校資安及個資事件之處置及審議。

(六) 其他本校資通安全及個人資料保護管理之規劃及執行事項。

Article 2 The responsibilities of the Committee are as follows:

1. Drafting and proposing the University's information and communications security and personal data protection policies.
2. Reviewing and promoting the University's information and communications security and personal data management systems.
3. Supervising the inventory, risk assessment, and management procedures of the University's information and communications systems and personal data.
4. Supervising education and training programs related to information and communications security and personal data protection within the University.
5. Handling and reviewing cybersecurity and personal data incidents occurring within the University.
6. Planning and executing other matters related to the management of the University's information and communications security and personal data protection.

三、 本會設置委員若干人，由副校長、一級行政單位主管、院級教學單位主管、共同教育委員會主任委員及學生代表組成。學生代表由學生會及學生議會各推舉一名擔任。

Article 3 The Committee shall consist of a number of members, comprising the Vice President(s), heads of first-tier administrative units, deans of college-level academic units, the Chairperson of the General Education Committee, and student representatives. Two student representatives shall be appointed, with one nominated by the Student Association and the other by the Student Parliament.

四、 本會設置資通安全長一人，由校長指派一位副校長擔任，負責召集及主持會議，並督導及協調資通安全暨個人資料保護管理業務，另由圖書資訊處圖資長擔任本會執行秘書兼本校個資保護聯絡窗口。

Article 4 The Committee shall designate one Chief Information Security Officer (CISO), to be appointed by the President from among the Vice Presidents. The CISO shall be responsible for convening and presiding over meetings, as well as supervising and coordinating matters related to information and communications security and personal data protection management. Additionally, the Chief Information Officer (CIO) of the Office of Library and Information Services shall serve as the Executive Secretary of the Committee and act as the primary contact window for personal data protection at the University.

五、 本會每學年至少召開會議一次，並得視業務需要召開臨時會議。資通安全長未能出席會議時，得指定委員一人代理之，必要時得邀請具法律背景或專長之學者專家、機關代表出（列）席。

Article 5 The Committee shall convene at least one regular meeting per academic year, and extraordinary meetings may be called as required by operational needs. When the Chief Information Security Officer is unable to attend a meeting, a designated member may act as a proxy. If necessary,

scholars, experts with legal backgrounds or relevant expertise, and representatives from relevant agencies may be invited to attend or sit in on the meeting.

六、 本會應有全體委員過半數之出席，始得開會；出席委員半數以上同意，始得決議。

Article 6 A meeting of the Committee may only be held with the presence of more than half of all committee members. Resolutions shall be passed with the approval of a majority of the members present.

七、 本會設置資通安全暨個人資料保護執行小組，統籌各項資安暨個資保護作業原則規劃事宜。本小組視業務推動之需要，不定期召開會議，由本會執行秘書擔任召集人，成員由全校各一級單位推派一人組成，其並兼任該單位資安暨個資保護專責人員。

Article 7 The Committee shall establish an Information and Communications Security and Personal Data Protection Executive Task Force to oversee the overall planning and operational principles of cybersecurity and personal data protection. The Executive Task Force shall convene meetings on an ad-hoc basis as necessitated by operational progress. The Executive Secretary of the Committee shall serve as the convener, and its members shall be formed by representatives appointed from each first-tier unit of the University, who shall concurrently serve as the designated cybersecurity and personal data protection officers for their respective units.

八、 本會分別設置資通安全、個人資料保護稽核小組，負責資安、個資保護稽核事宜，由資通安全長指派一位適當人選擔任稽核小組組長，成員由受過資安暨個資保護稽核訓練或取得相關證照之成員數人組成。

Article 8 The Committee shall establish separate Audit Teams for Information and Communications Security and for Personal Data Protection to handle audit-related matters. The Chief Information Security Officer shall appoint a qualified individual as the head of the Audit Teams. The team members shall consist of personnel who have completed training or obtained certifications in cybersecurity and personal data protection auditing.

九、 本要點經行政會議審議通過，陳請校長核定後實施，修正時亦同。

Article 9 These Directives shall be reviewed and passed by the Administrative Council, approved by the President, and promulgated for implementation. The same procedure shall apply to any future amendments.

本規章負責單位：圖書資訊處

Unit Responsible for these Guidelines:Library and Information Services Office