

個人資料保護管理委員會設置辦法
Regulations Governing the
Establishment of the Committee of
Personal Data Protection and
Management

制定部門：圖書資訊處

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明志科技大學
個人資料保護管理委員會設置辦法
Ming Chi University of Technology
Regulations Governing the Establishment of the Committee of Personal
Data Protection and Management

102.11.26 行政會議制訂

Established by the University Administrative Meeting on November 26, 2013

115.05.05 行政會議修訂

Amended by the University Administrative Meeting on May 05, 2026

第一條 目的

為落實個人資料之保護及管理，依本校組織規程第廿六條設置個人資料保護管理委員會(以下簡稱本會)，訂定「個人資料保護管理委員會設置辦法」(以下簡稱本辦法)。

Article 1 Purpose

To protect and manage personal data, the Committee of Personal Data Protection and Management (hereinafter referred to as the Committee) is hereby established in accordance with Article 26 of the University's Articles of Incorporation, and the "Regulations Governing the Establishment of the Committee of Personal Data Protection and Management" (hereinafter referred to as the Regulations) is hereby formulated.

第二條 本會職掌

- 一、審議個人資料保護政策與制度。
- 二、審議個人資料教育訓練計畫、風險評鑑與風險改善計畫及稽核計畫。
- 三、個人資料管理制度適法性與合宜性之檢視、審議及評估。
- 四、本校個資保護安全維護措施之建立，及重大個人資料安全事件之應變、處理與協調。
- 五、審議其他個人資料保護、管理之規劃及稽核執行事項。

Article 2 Power and Responsibilities

1. Review of personal data protection policies and systems.
2. Review of personal data education and training plan, risk assessment and risk improvement plan as well as audit plans.
3. Inspection, review and evaluation of the legality and

appropriateness of the personal data management system.

4. Establishment of security maintenance measures for the University's personal data protection, and response, handling and coordination of major personal data security incidents.
5. Review other plans and audit execution matters for the protection and management of personal data.

第三條 本會組成

- 一、本會由副校長、主任秘書、教務長、學務長、總務長、研發長、圖資長、國際長、進推處處長、各學院院長、通識教育中心主任、人事室主任、會計室主任組成。本會置召集人一人由副校長擔任，副召集人一人由圖資長擔任，執行秘書由圖資處專人擔任。
- 二、本會下設個人資料保護推動組負責推動個人資料保護工作及稽核作業。

Article 3 Composition of the Committee

1. The Committee is composed of the Vice President, General Secretary, Provost, Dean of Student Affairs, Dean of General Affairs, Dean of Research and Development, Dean of Library and Information Services, Dean of International Affairs, Dean of Office of Continuing and Extension Education, Dean of each college, Director of General Education Center, Director of Personnel Office, Director of Accounting Office. The Committee shall have one Convener, assumed by the Vice President and one Vice Convenor, assumed by Dean of the Library and Information Services. The dedicated personnel from the Office of Library and Information Services shall serve as Executive Secretary.
2. The Committee shall establish a Personal Data Protection Promotion Team to promote personal data protection and to carry out audit operations.

第四條 個人資料保護推動組

由圖資長擔任推動組召集人統籌個資保護作業相關事宜。推動組下設置執行小組及稽核小組，執行小組及稽核小組成員由各單位個資聯絡人組成之；各單位設置個資聯絡人推動單位內個資保護工作，並協助稽核其他單位個資作業。

Article 4 Personal Data Protection Promotion Team

The Dean of Library and Information Services shall assume the post of Team Convener to plan work related to personal data protection. The Promotion Team shall establish a Task Force and an Audit Team. The team members of the Task Force and Audit Team shall be personnel appointed by each unit, serving as personal data contact persons of their respective units. Each unit shall designate personal data contact persons to promote personal data protection within the unit and assist in auditing personal data operations of other units

第五條 會議召開

- 一、本會會議由副校長召集，並於會議時擔任主席，副校長因故不克召集或出席時，由副召集人代理之。
- 二、本會每學年至少開會一次，必要時得召開臨時會，本會召開會議時得邀請相關人員或學者專家列席。
- 三、本會之決議，應有過半數之委員出席始得開議，應有出席委員過半數之同意，始得決議。

Article 5 Meeting Convening

1. The Committee meeting shall be convened by the Vice President, who shall also chair the meeting. Should the Vice President fails to convene or attend the meeting, the Vice Convener shall do so on his/her behalf.
2. The meeting shall convene at least once every academic year, and the interim meeting may be convened when necessary. Relevant personnel or scholars or experts may be invited to attend the meeting.
3. A resolution of the Committee shall be opened with the presence of more than half of the members present, and shall be adopted with the consent of more than half of the members present.

第六條 個人資料外洩事件處理

個人資料外洩事件發生時，其聯繫與通報窗口由圖資處專人擔任，依相關規定辦理通報、聯繫及協調事宜，並協助相關單位進行緊急應變作業。

Article 6 Handling of Personal Data Leakage

The contact point for personal data leakage shall be assumed by full-time personnel of the Office of Library and Information Services, who shall, in accordance with relevant regulations, handle

notification, liaison, and coordination, and assist relevant units in carrying out emergency response operations.

第七條 實施與修訂

本辦法經行政會議通過，陳校長核定後公布實施，修訂時亦同。

Article 7 Implementation and Amendments

The Regulations shall be implemented upon endorsement by the University Administrative Meeting and presented to the President for approval, and the same shall apply to any amendments.