

委外廠商／人員保密切結書

Confidentiality Undertaking for Outsourcing Vendors/Personnel

立切結書人／Name of the Undersigned : _____ (簽署人姓名 / Name)

所屬廠商／Affiliated Vendor : _____ (廠商名稱 / Vendor name)

委派至明志科技大學（下稱本校）處理業務，謹聲明恪遵本校下列工作規定，對工作中所持有、知悉之資訊系統作業機密或敏感性業務檔案資料，均保證善盡保密義務與責任，非經本校權責人員之書面核准，不得擷取、持有、傳遞或以任何方式提供給無業務關係之第三人，如有違反願賠償一切因此所生之損害，並擔負相關民、刑事責任，絕無異議。

Assigned to perform work at Ming Chi University of Technology (hereinafter “the University”), the undersigned hereby agrees to comply with the following rules. Any confidential or sensitive information obtained in the course of work shall be kept strictly confidential and shall not, without prior written authorization from the University, be copied, retained, transmitted, or disclosed to any unauthorized third party. The undersigned shall be liable for all resulting damages and any applicable civil and criminal liability arising from a violation.

- 1、 未經申請核准，不得私自將本校之資訊設備、媒體檔案及公務文書攜出。

Without applying for and obtaining approval, one shall not remove the University's information equipment, media files, or official documents.

- 2、 未經本校業務相關人員之確認並代為申請核准，不得任意將攜入之資訊設備連接本校網路。若經申請獲准連接本校網路，非經核准不得另行連接外部網路。

Without confirmation and application for approval by the University's relevant personnel, one shall not arbitrarily connect any brought-in information equipment to the University's network. If connection to the University's network is approved, one shall not additionally connect to external networks without approval.

- 3、 經核准攜入之資訊設備欲連接本校網路或其他資訊設備時，應依本校資訊安全相關規定完成必要之安全檢測後，始得連接使用，並配合本校稽查。

Where approved brought-in equipment is to be connected to the University's network or other equipment, it may be connected and used only after completing the necessary security testing in accordance with the University's information security rules, and the user shall cooperate with the University's audits.

- 4、 廠商駐點服務及專責維護人員原則應使用本校配發之個人電腦與週邊設備，並僅開放使用本校內部網路。若因業務需要使用本校電子郵件、目錄服務，應經本校業務相關

人員之確認並代為申請核准，另欲連接網際網路亦應經本校業務相關人員之確認並代為申請核准。

On-site service and dedicated maintenance personnel of the vendor shall, in principle, use the personal computers and peripherals issued by the University, with access limited to the University's internal network. If use of the University's email or directory services is required for business, it shall be confirmed and applied for by the University's relevant personnel; likewise, any connection to the Internet shall be confirmed and applied for by the University's relevant personnel.

- 5、 本校得定期或不定期派員檢查或稽核立切結書人是否符合上列工作規定。

The University may, periodically or on an ad hoc basis, dispatch personnel to inspect or audit whether the undersigned comply with the above work rules.

- 6、 本保密切結書不因立切結書人離職而失效。

This confidentiality undertaking shall remain in effect notwithstanding the undersigned's departure from employment.

- 7、 立切結書人因違反本保密切結書應盡之保密義務與責任致生之一切損害，立切結書人所屬公司或廠商應負連帶賠償責任。

For all damages arising from the undersigned's breach of the confidentiality obligations and responsibilities under this undertaking, the company or vendor to which the undersigned belongs shall bear joint and several liability for compensation.

立切結書人 The undersigned :

簽章 Signature/Seal	身分證字號（前 4 碼） ID number (first 4 digits)	聯絡電話及戶籍地址 Contact number and registered address

立切結書人所屬廠商 Vendor to which the undersigned belongs :

廠商蓋章 Vendor seal	廠商負責人姓名及簽章 Name and signature/seal of the vendor's responsible person	廠商聯絡電話及地址 Vendor contact number and address

填表說明 Instructions for completing the form :

- 1、 廠商駐點服務人員、專責維護人員，或逗留時間超過三天以上之突發性維護增援、臨時性系統測試或教育訓練人員（以授課時需連結本校網路者為限）及經常到本校洽公

之業務人員皆須簽署本切結書。

This undertaking shall be signed by the vendor's on-site and maintenance personnel, temporary support, testing or training personnel staying over three days (where University network access is required), and frequent business visitors.

- 2、 廠商駐點服務人員、專責維護人員及經常到本校洽公之業務人員每年簽署本切結書乙次。

The vendor's on-site, maintenance, and frequent business visitors to the University shall sign this undertaking annually..

中 華 民 國(R.O.C) 年(Year) 月(Month) 日(Day)