

# Notes on Personal Data Protection for Meetings of National Taiwan Normal University

Passed by the supervisory group meeting of the Information Security and Personal Data Protection Group on May 21, 2024

- I. Definition of “personal data”: in accordance with the Personal Data Protection Act, "personal data" refers to the name, date of birth, I.D. Card number, passport number, characteristics, fingerprints, marital status, family, education, occupation, medical record, medical treatment, genetic information, sexual life, health examination, criminal record, contact information, financial conditions, social activities and other information which may be used to identify a natural person, both directly and indirectly;
- II. In preparation for the meeting
  1. Do not use instant messaging software to discuss with personnel the content of a meeting that involves personal data; and discussion with persons unrelated to the meeting is prohibited.
  2. Content involving personal data should be presented with the minimum amount of necessary data.
  3. Present personal data in a de-identified manner so long as it does not affect the progress of the meeting.
  4. When printing paper materials containing personal data, be sure to be ready at the printer to pick them up immediately after hitting the print button.
  5. Encrypt electronic files containing personal data and send them through a business email. Do not use instant messaging software (such as LINE).
- III. During the meeting
  1. At the beginning of the meeting, explain to the attendees that the content of the meeting contains personal data and request that no one leak the information. State during the meeting if photography, audio, or video recording is not allowed.
  2. All faculty and staff of the University sign an Affidavit of Confidentiality upon entering a post. If off-campus experts or scholars participate in the meeting, have them fill in the Affidavit, and the appropriate unit must retain it.
  3. Paper materials are not allowed to be taken away from the meeting place. Before the end of the meeting, make sure that all materials provided have been re-collected.
- IV. After the end of the meeting

1. Paper materials containing personal data must be destroyed personally and not handed over to work-study students for processing.
2. When sending paper materials containing personal data, use a sealed envelope or the school's confidential document delivery envelope. If personal data is leaked, high-risk personal data that can cause serious damages, such as medical records/histories, criminal, and other special personal data, should be personally handed over to the handler by the dedicated personnel and should not be placed in the official document room or other public area.
3. Keep paper materials containing personal data in a lockable cabinet.
4. Be sure to strengthen the security control of computers that store electronic records of meetings in accordance with the University's information security regulations.
5. If the meeting content needs to be made public, be sure to confirm that the content does not contain personally identifiable information.

# Affidavit of Confidentiality for Meetings

By participating in the "\_\_\_\_\_" meeting at National Taiwan Normal University, I understand and agree that I will use an appropriate manner to keep confidential any personal data I know or hold because of this meeting to prevent that personal data from being leaked or made known to or obtained by a third party. In any violation of the above, I am willing to bear all legal responsibilities.

Signature of Affiant:

ID number:

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