

National Taiwan Normal University Information Security and Personal Data Protection Committee Charter

Passed during the 1st Administrative Meeting in the 2015 academic year on September 30, 2015

Passed during the 13th Academic and Administrative Directors Committee Meeting of the 2022 academic
year on March 15, 2023

Article 1 National Taiwan Normal University (hereinafter referred to as the “University”) established this Charter in accordance with the Cyber Security Management Act, Personal Data Protection Act, and related laws and regulations.

The Information Security and Personal Data Protection Committee (hereinafter referred to as the “Committee”) was established to ensure the security of the University’s information operations and personal data.

Article 2 The Commission’s missions are as follows:

- I. Establish the University’s information security and personal data protection and management mechanisms.
- II. Supervise and audit the operation of the University’s information security and personal data protection and management mechanisms.
- III. Handle the University’s information security and personal data protection emergencies.
- IV. Provide consultation services and training related to the University’s information security and personal data protection.

Article 3 The executive vice president (chief information security officer) serves as the Committee’s convener, who is also an ex-officio member of the Committee. The Committee shall have several members, including the heads or deputy heads of each college and administrative unit.

The director of the Information Technology Center shall serve as the Committee’s executive secretary. The Information Technology Center is responsible for information security technology-related matters.

Article 4 The Committee shall establish an "Information Security and Personal Data Protection Group" (hereinafter referred to as the “Group”) to coordinate and implement various matters related to information security and personal data protection.

The Group’s convener shall serve as the executive secretary.

The members of the Group include at least one person appointed by each college and first-level administrative unit.

Article 5 The Group has the following missions:

- (I) Formulate documents of the information security and personal data management and protection system.
- (II) Handle various operations and training on the information security and personal data protection system.

- (III) Take inventory and summarize assets and conduct risk assessments for information security and personal data protection.
- (IV) Coordinate and communicate information security and personal data protection matters and monitor, track, and prevent security incidents.
- (V) Conduct internal audits and track and audit improvements.
- (VI) Comply with matters stipulated in the Cyber Security Management Act and Personal Data Protection Act.

Article 6 The Committee shall convene a meeting at least once a year, and may invite personnel from relevant units to attend and provide explanations when necessary.

Article 7 These Guidelines have been implemented after being approved by the University's Academic and Administrative Directors Committee. The same shall apply to all subsequent amendments.