

National Taiwan Normal University Instant Messaging Software User Guide

Passed by the supervisory group meeting of the Information Security and Personal Data Protection Group on March 19, 2024

- I. These Guidelines were established to prevent employees from accidentally leaking official information when using instant messaging software.
- II. If you need to purchase instant messaging software, please consider whether it has end-to-end encryption functions, and the messaging software server should be located in Taiwan. In addition, according to the regulations of the Executive Yuan, government agencies are prohibited from using Chinese software.
- III. Please do not download and use installers from links of unknown sources.
- IV. Before use, configure security settings according to recommendations of the developer of each instant messaging software, and regularly update the software version.
- V. Use instant messaging software mainly to send communication messages, and avoid content that involves confidentiality, security, privacy, sensitivity, or personal data.
- VI. Inappropriate distribution of communications should be avoided.
- VII. Do not click on hyperlinks or open files in messages before confirming the identity of the sender and the authenticity of the message.
- VIII. Pay attention to whether strangers have snuck into the work group to avoid information leakage. Please remove the accounts of employees or contractors from the work group after they are terminated.