

# Yuan Ze University

## Cyber Security and Personal Data Protection Committee Rules

Approved at the 20<sup>th</sup> Administrative Meeting of the 111<sup>th</sup> Academic Year dated May 24, 2023

### **Article 1** Tasks of the Committee

- 2.1 Propose cyber security and personal data protection (hereinafter referred to as CSPDP) policies.
- 2.2 Promote cyber security and personal data management systems.
- 2.3 Plan educational and training programs on CSPDP management, coordinate resource allocation, and manage procedure improvement.
- 2.4 Assess and reduce CSPDP risks.
- 2.5 Handle crucial emergency incidents related to CSPDP.
- 2.6 Review, evaluate, and deliberate on the legality and appropriateness of cyber security and personal data management systems.
- 2.7 Arrange and verify other issues related to CSPDP and management.

### **Article 2** The committee members shall serve for a term of one year, subject to the approval of the President, and are composed as follows.

- 3.1 The Vice President (Cyber Security Director) shall serve as the convener and supervise the policy development, coordination, and promotion of CSPDP management.
- 3.2 The Information Officer (Cyber Security Officer) from the Library and Information Services Office (OLIS) shall serve as the Executive Secretary to handle the promotion of CSPDP.
- 3.3 Heads of various administrative and academic units shall serve as committee members.

### **Article 3** The Committee establishes three working groups, the Execution Group, the Education and Training Group, and the Auditing Group. The respective conveners shall designate their group members, including representatives from various administrative and academic units, to be responsible for the implementation and contact points of CSPDP in their units.

#### 4.1 Execution Working Group for CSPDP

- 4.2.1 The Convener of the group shall be the Executive Secretary, and the members shall be at least one representative from each administrative and academic unit responsible for CSPDP management.
- 4.2.2 Promotion and reaction to CSPDP matters.

- 4.2.3 Planning the division of responsibilities for CSPDP in each unit.
- 4.2.4 Continuously reviewing the cyber security management system to ensure compliance with relevant regulations and technological advancements.
- 4.2.5 Providing information technology consultation and assistance to various units.
- 4.2 Education and Training Working Group for CSPDP
  - 4.2.1 The convener of the working group shall be the Director of the Human Resources Office, and the members of the group shall be designated by the convener and consist of relevant personnel.
  - 4.2.2 Assisting in the coordination of CSPDP-related education and training programs and activities.
  - 4.2.3 Planning training programs to strengthen recognition of CSPDP.
- 4.3 Audit Working Group for CSPDP
  - 4.3.1 The convener of the working group shall be the Chief Secretary, and the members of the group shall be served by the Internal Audit Committee. External professionals may also be commissioned to carry out the tasks.
  - 4.3.2 Responsible for conducting audits related to CSPDP.

**Article 4** In the event of discovery or suspicion of a cyber security incident, the CSPDP Incident Reporting Contact of the University shall notify the concerned unit for handling the incident and inform the unit supervisor. The Secretariat Office serves as the sole contact for media and news regarding cyber security incidents.

**Article 5** The Committee shall convene meetings at least once per academic year. Additional ad hoc meetings may be convened as necessary. The Committee may also invite scholars and experts from within and outside the university to attend meetings or request attendance and reports from relevant units as needed.

**Article 6** These regulations shall be implemented upon approval by the Administrative Meeting, and any amendments shall follow the same process.

**Note:** If any controversies or disputes occurred regarding clauses of the aforesaid regulations, it shall always refer to its Chinese version.