

NATIONAL SUN YAT-SEN UNIVERSITY

Regulations on Information Security and Intellectual Property Rights

Committee

Approved by the 10th Executive Council Meeting on Jan 06, 2021, School Year 109.

- I. The present regulations are established for promoting Information Security, Personal Data Protection Management Systems and implementing the protection of campus Intellectual Property Rights.
- II. The Information Security and Intellectual Property Rights Protection Committee (hereafter known as the Committee), including the supervisor of Information Security and the Committee members are as follows:
 - A. The supervisor of Information Security: The vice-principal is responsible for supervising the promotion, coordination and supervision of the Information Security, Personal Data Protection and Intellectual Property Rights Protection policies.
 - B. Committee members: The first-level supervisors of all administrative and academic departments.
- III. Responsibilities of the committee are as follows:
 - A. Promotion of the policies, plans, resource scheduling of Information Security and Personal Data Protection. Coordination, negotiation and discussion of the overall Information Security and Personal Data responsibilities. Planning and promotion of Intellectual Property Rights policies.
 - B. Promotion of using legal software, books, and audiovisual works on campus.
 - C. Planning and promotion of the regulations of using networks on campus.
 - D. Investigation and promotion of the printing management on campus.
 - E. Annual self-evaluation of the action plan for Intellectual Property Rights Protection on campus.

- IV. Each of the first-level administrative and academic departments needs to appoint one person to consist of the working group for Information Security and Personal Data Protection, and that will be convened by the vice-director of the Office of Library and Information Services when necessary.
- V. Responsibilities of the Information Security and Personal Data Protection Working Group are as follows:
 - A. Establishment and coordination of Information Security and Personal Data Protection Management Systems and the internal controlling documents.
 - B. Execute the business about information security and Personal Data Protection policies.
 - C. Assist in inventorying, compiling, risk evaluations and management of Information Security and Personal Data Protection.
 - D. Coordination and contact of Information Security and Personal Data Protection incidents. Monitoring, tracking and preventing of Information Security and Personal Data Protection incidents.
 - E. Assist in tracking and managing the audits and the improvements of Information Security and Personal Data Protection.
- VI. This committee shall be convened by the vice-principal at least once per year, and the temporary meetings shall be held when necessary. When the convener cannot preside over the meeting, other members shall be appointed to be the chairperson on behalf of this committee.
- VII. For the violative incidents of Information Security, Personal Data Protection and Intellectual Property Rights, the committee must consist of a project group to investigate. Relevant departments should be requested to attend the meeting to make a report on the project and propose specific improvement measures.
- VIII. The present regulations shall be implemented following approvals of executive council meetings and the authorization of the president. The same procedure shall be carried out when amendments are to be made.