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學費繳費單管理系統使用保密合約

紀錄編號：

版本：V2.1

本人 _____ 將遵循資訊網路處資訊安全政策與工作規則之各項規

定，對業務機密負完全保密之責，並嚴守以下保密原則：

- 一、 凡經銘傳大學學費繳費單管理系統所有取得之資訊皆為銘傳大學之資產，未經授權，不得使用於其他未授權之用途上，亦不得為自己或第三人利益而使用。
- 二、 絕不擅自洩漏、傳播職務上任何業務相關資料及任職期間經辦、保管或接觸之所有須保密訊息資料（含所有文件、圖說、報表或電腦資料、數據等），調離原職後，仍須善盡保密義務。

如違反上述原則致使校方之權益遭受損害時，願負一切法律責任並接受銘傳大學之相關懲戒。

此致

銘傳大學總務處及資訊網路處 資訊安全推行組織及個資保護處理推行組織

立同意書人：_____

所屬單位別：_____

中 華 民 國 年 月 日

【Announcement of Personal Information Collection and Usage Agreement】 The information collected is only for the purposes of accounting affairs, tuition receipt management affairs, assisting public sector entities with investigation, operations, and legal obligations set in accordance with relevant regulations. The Bursar's Section of General Affairs Division processes information according to Ming Chuan University (MCU) information maintenance and security management regulations. The Bursar's Section of General Affairs Division shall not disclose or provide any information to any third party without prior consent, nor transfer information for any other uses.

(For more details on personal information management, please refer to MCU Guidelines for Personal Information Protection Management and MCU Personal Information Management System at URL <http://pims.mcu.edu.tw>.)

Confidentiality Agreement for the Usage of Tuition Receipt Management System

Recording Number:

Version2.1

I (your name) _____, being informed of the regulations and procedures related to network safety by Information and Network Division, in compliance with the responsibility for protecting confidentiality, hereby acknowledge and agree to the following terms and conditions:

1. All the information in Ming Chuan University (MCU) Tuition Receipt Management System is the property of Ming Chuan University and shall not be disclosed or provided to any third party without prior consent, nor transferred for any other uses.
2. Disclose of any confidential information which is related to my job responsibilities is prohibited. All the documents, graphs, tables, and data in the computer for which I was responsible during the period of my employment are confidential information and I accept confidentiality obligations and liabilities for this information after leaving MCU.

Should I violate these conditions and damage MCU rights in any way, I shall bear all the related legal responsibilities and unconditionally accept any resulting punishment from MCU.

Ming Chuan University
General Affairs Division and Information and Network Division
Information Safety Group and Personal Information Protection Management Group

Name : _____

Unit : _____

Date : _____ (MM DD, YY)