

義守大學校務研究分析服務作業申請  
I-SHOU UNIVERSITY  
Application for Institutional Research Analysis

保密切結書  
Non-Disclosure Agreement

立切結書人 I, \_\_\_\_\_ (以下簡稱本人) 於 年 月 日(Y/M/D)起，申請使用義守大學校務研究資料，並切結下列事項 applied for the institutional research data of I-Shou University and hereby agree the following：

- 1、校務研究處提供之機密或非機密之任何資料、訊息、圖表、分析報告、電子檔案及其傳輸資料與作業機密之相關文書等，本人均應善盡保密義務。除必要會議討論及決策使用得移轉、交付、告知、複製、節錄或以其他方式移轉予本校業務相關人員外，其餘不得洩漏、幫助、告知、交付、複製、節錄或以其他方式移轉予第三人。本人即使中途去職，亦不得洩露相關內容。

I shall fulfill the obligation of confidentiality of all the data, messages, charts, analysis reports, soft copies, and relevant documents provided by the Office of Institutional Research, whether confidential or non-confidential. I may transfer the materials mentioned above to relevant staffers of I-Shou University in any form, including but not limited to delivery, telling, reproduction, and extraction, only for the purpose of discussion and decision-making at certain meetings. I shall not transfer the materials mentioned above to a third party in any form, including but not limited to disclosure, giving assistance, telling, delivery, reproduction, and extraction, except for the intended purposes. I shall not reveal any information even after I no longer hold the current position.

- 2、若發現有可辨識之資訊，應立即通知本處且不得公開所有相關資料。

I shall notify the Office of Institutional Research immediately and shall not publish all relevant data when finding any identifiable information.

- 3、本人確認已詳細閱讀「義守大學校務研究分析服務作業施行準則」等相關規定，若未善盡保密義務致有錯誤、損毀、滅失或其他不法事情發生，同意立即停止此項服務；如有不當使用或侵害個人隱私，除應依相關規定追究行政責任外，應依刑法、個人資料保護法等相關規定，移請司法機關偵辦。

I have thoroughly read the Principles for Institutional Research and Analysis at I-

Shou University and agree that the analysis shall be immediately terminated if any mistake, damage, destruction, loss or illegality occurs as a result of my failure to fulfill the obligation of confidentiality. In the event of inappropriate use or an invasion of personal privacy, I shall be held accountable for administrative liability pursuant to the applicable laws and regulations and be reported to the competent judicial authorities for investigation pursuant to the Criminal Code and the Personal Information Protection Act.

4、本切結書正本乙份由校務研究處收執，影本乙份由本人收執。

The original of this Agreement shall be kept by the Office of Institutional Research, and a photocopy shall be kept by me.

此 致 To

義守大學 I-Shou University

業務承辦單位 Unit-in-charge：校務研究處 Office of Institutional Research

立切結書人 Applicant： (簽章 Signature)

職工編號 Staff/Faculty No.：

服務單位 Unit：

服務單位主管 Head of the Unit： (簽章 Signature)

日期 Date： 年 月 日 (Y/M/D)

校務研究處  
Office of Institutional Research