

Non-Disclosure Agreement

The undersigned _____ agrees to abide by the following terms and fulfill the obligations of confidentiality during their employment as _____ (job title) in _____ (unit) at National Taiwan Normal University (the “University”).

- I. All sensitive information, including technology pertaining to intellectual property rights, personal data of faculty and staff, the University’s information systems, network architecture and operational workflow, that comes to the knowledge of the undersigned shall be kept strictly confidential during their term of employment or after the termination of employment. The undersigned shall respect intellectual property rights, and never leak, copy or disseminate without authorization any work-related information and all confidential information handled, retained or accessed during employment, nor copy or disseminate any program or software that infringes on intellectual property rights. The undersigned is held liable for any leakage, delivery or use in violation of the above-mentioned provisions.
- II. The intellectual property rights of the information application systems developed and maintained due to the undersigned’s functional duties during the term of employment belong to the University and shall not be opened to the public or sold as the copyright owner.
- III. The use of official computers, networks and information equipment is subject to the following rules.
 1. Official computers, networks and information equipment are primarily for official work use, and any personal use shall not interfere with official work.
 2. When using official computers, networks and information equipment, the user shall not install or download software or data that is not required for official work, not legally authorized or of questionable security, or use the resources of such equipment to engage in acts that maliciously damage the rights of others.
- IV. In the event of a lawsuit arising from violation of the above-mentioned provisions, the district court where the University is located shall be the governing court.

This agreement is made to
Office of Student Affairs, National Taiwan Normal
University

Name (Signature)

ID number:

Contact number:

Date: (yyyymmdd)