

附件四之一

駐 館(團、處)保密切結書(範本)

本人【當地僱用人員姓名】於駐 館(團、處)擔任【職稱】，
受僱期間竭誠遵守下列規定：

第一條 遵守駐 館(團、處)相關資訊安全規範及各項公務
機密處理規定。

第二條 對於受僱期間取得或獲知之業務或任何文書、圖畫、
訊息、物品、媒體或其他資訊，無論是機密或非機密，
均善盡保密義務，絕不予以洩漏、遺失、銷毀、污(毀)
損、盜取、破壞，離職後亦同。

第三條 受僱期間所接觸之電子或書面資料，未經駐 館
(團、處)同意絕不擅自利用電子媒體儲存、攜出，或
以任何形式將其全部或部分提供給第三者知悉或使
用，並保證不將前揭資訊以任何方式公告於網際網路
等任何媒介平台，離職後亦同。

第四條 如有違反上開切結內容，本人除依據當地勞工法令及
僱用契約書規定承擔賠償駐 館(團、處)所受
之損失，並願負法律責任。凡因本保密切結書所生之
爭議，同意以【駐在國】法院為管轄法院。

切結人：

身分證統一編號：

住址：

電話：

中 華 民 國 年 月 日

附件四之二

Affidavit for ROC (Taiwan) Overseas Missions Staff Members
(Template)

I (worker's name) will abide by the following regulations during my employment in XXX Embassy (XXX Mission or XXX Office) as (Title):

Article 1

The regulations on information security and confidential official duties of XXX Embassy (XXX Mission or XXX Office) are to be fully upheld.

Article 2

The confidentiality of all documents, pictures, information, objects, media or other data and materials, classified or unclassified, acquired during my employment is to be maintained, and the disclosing, losing, shredding, smearing (damaging), stealing, or destroying of such materials, even after dismissal or resignation, is prohibited.

Article 3

No electronic or written information encountered during employment may be saved on an electronic storage device and removed from the office or provided in part or in full to a third party. In addition, such information may not be made public through any media, including the Internet, in any form without the written permission of XXX Embassy (XXX Mission or XXX Office), even after dismissal or resignation.

Article 4

Should I break this affidavit, I will compensate XXX Embassy (XXX Mission or XXX Office) for all losses in accordance with local employment regulations and my employment contract, and will shoulder all legal responsibilities. In the event of a dispute that arises from this affidavit, the courts of the Host Country will exercise jurisdiction over the case.

Signature: _____

ID number: _____

Address: _____

Telephone: _____

Date Signed: _____