ADVANTECH

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資訊安全政策

Information Security Policy

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一、目的 Purpose

1.1 為使研華股份有限公司（以下簡稱本公司）資訊作業相關人員、資料、資訊系統、設備及網路安全運作，並符合相關法規之要求，特訂定資訊安全政策（以下簡稱本政策）作為最高指導原則。

In order to ensure the safe operation of personnel, data, systems, equipment and networks related to information operations of Advantech Co., Ltd. (hereinafter referred to as the company), and to comply with the requirements of relevant laws and regulations, an information security policy (hereinafter referred to as this policy) has been formulated as the highest guiding principle.

二、範圍 Scope

2.1 適用於本公司資訊資產之安全管理，涵蓋其機密性、完整性和可用性。

It is applicable to the security management of the company's information assets, covering its confidentiality, integrity and availability.

2.2 涉及本公司資訊作業或資料使用之全體員工、承包商、顧問、臨時雇員、客戶、第三方人員，皆應遵循本政策。

All employees, contractors, consultants, temporary employees, customers, and third-party personnel involved in the company's information operations or data use should follow this policy.

三、定義 Definition

3.1 無

None

四、作業內容及步驟 Operation Content and Procedure

4.1 建立資訊安全組織並明訂其權責，以推動及維持資安管理、執行與查核等工作。

Establish an information security organization and specify its rights and responsibilities to promote and maintain related management, execution, and inspection tasks.

4.2 訂定資安管理相關辦法及程序，以保護人員、資料、資訊系統、設備及網路

等之機密性、完整性及可用性。

Formulate information security management related methods and procedures to protect the confidentiality, integrity and availability of personnel, data, systems, equipment and networks.

4.3 定期召開資安管理會議，檢視內外部風險、科技及業務需求等最新發展，以採取因應措施。

Convene information security management meetings on a regular basis to review the latest status in internal and external risks, technology and business needs, and take corresponding measures.

4.4 定期辦理各項資訊安全檢測及稽核，以評估資訊環境之風險並進行改善。

Regularly conduct various information security testing and audits to assess the risks of the information environment and make improvements.

4.5 佈建資安防護系統及監控設備，持續提昇整體資訊環境之安全性，降低各項風險發生率。

Deploy information security protection systems and monitoring equipment to continuously improve the security of the overall information environment and reduce the security incidence.

4.6 系統及資料之使用須經授權，且存取權限之授予應以業務所需之最小範圍為原則。

The use of the system and data must be authorized, and the granting of access rights should be based on the minimum scope required by the business.

4.7 資訊系統建置適當之備援及備份機制並進行應變演練，強化資訊服務在面對威脅時之韌性。

Establish appropriate system architecture and backup mechanisms and conduct contingency exercises to strengthen the resilience of information services.

4.8 建立資安事件的回應及通報程序，提昇內部人員面對突發狀況之應對與協調能力。

Establish response and notification procedures for information security incidents to enhance employee's ability to respond and coordinate in the face of emergencies.

4.9 辦理員工資安教育訓練，持續提升同仁資安意識。

Conduct information security education and training for employees, and continue to enhance employees' awareness.

4.10 依照資安、個資保護相關法規之規定，謹慎處理與保護資料及系統的安全性。

In accordance with the regulations of information security and personal information protection, handle and protect the security of data and systems carefully.

4.11 本政策應至少每年審查一次，以反映相關法令、技術及本公司業務等最新發展，並予以適當修訂。

This policy should be reviewed at least once a year to reflect the latest developments in relevant laws, technology and the company's business, and be appropriately revised.

4.12 本政策修訂由總經理核定後，於公告日施行。且應以公告、書面、電子郵件或其他方式告知利害關係人，如：全體員工、合作廠商、供應商等。

The revision of this policy is approved by the general manager, and become effective on the announcement day. In addition, interested parties, such as all employees, cooperating manufacturers, suppliers, etc., shall be notified by announcement, writing, e-mail or other methods.

4.13 訂定資訊安全目標，並考慮關鍵系統與重要設備的機密性、完整性、可用性，且每年至少一次定期量測與審查各指標項目，確保績效指標落實的有效性。

Consider the confidentiality, integrity, and availability of key systems and important equipment to set information security objectives, and regularly measure and review each indicator item at least once a year to ensure the effectiveness of performance.

五、使用表單Relevant Forms

5.1 無

None

六、參考文件 Reference Documents

6.1 無

None