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| ID | SOURCE | TARGET |
| [Screen 0](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=1_C_1) [1\_C\_1](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=1_C_1)  | Protecting Sensitive DataClick the forward arrow to begin. | 保護敏感性資料點按前進箭頭以開始。 |
| [Screen 1](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=2_C_2) [2\_C\_2](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=2_C_2)  | At Abbott, we rely on data to make decisions - often that data contains sensitive information.For us to fulfill our mission of helping people live their best lives through good health, it is essential that we keep this data secure and comply with the laws and ethical standards that Abbott upholds. This course is designed to give you the skills needed to support this task. | 在亞培，我們仰賴資料做出決策—而這些資料通常包含敏感性資訊。為了完成協助人們維持健康並活出精采人生這一使命，我們務必確保這些資料安全無虞並遵守亞培所堅持的法律與道德標準。本課程旨在為您傳授支援此項任務所需的技能。 |
| [Screen 2](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=3_C_3) [3\_C\_3](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=3_C_3)  | After completing this course, you will have a better understanding of:* What sensitive data is,
* How we protect this data at Abbott,
* Your role in protecting sensitive data, and
* What to do if you think sensitive data may have been improperly disclosed or compromised.
 | 完成本課程後，您會更好地理解：* 什麽是敏感性資料，
* 我們在亞培如何保護這些資料，
* 您在保護敏感性資料方面的角色，以及
* 如果您認為敏感性資料可能已被不當披露或洩露，該怎麼辦。
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| [Screen 3](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=4_C_4) [4\_C\_4](https://abbott.sharepoint.com/sites/abbottworld/EthicsCompliance/About/Pages/Contacts.aspx?showScreen=4_C_4)  | 1 | Personal InformationHere you will learn how governments, consumers, and the public have become increasingly concerned about the privacy and security of personal information.12 MinutesSection 1 | Personal InformationRecognizing Personal InformationLegal, Regulatory and Contractual RequirementsAbbott’s Privacy by Design PrinciplesReview2 | Confidential Business InformationHere you will learn how most of the business information we use in our day-to-day work activities is considered confidential.5 MinutesSection 2 | Confidential Business InformationRecognizing Confidential Business InformationCost of Not Protecting Confidential Business InformationInsider InformationReview3 | Protecting Sensitive DataHere you will learn what you can do to help protect sensitive data.8 MinutesSection 3 | Your Role in Protecting Sensitive DataAccessing and Using Sensitive DataSharing Sensitive DataRetaining and Disposing of Sensitive DataResponding to Improper DisclosuresReview4 | Knowledge CheckAssess your understanding of the key concepts and principles of this course.5 MinutesSection 4 | Knowledge CheckAssessmentClick the panel to get started.Click the yellow play button to begin.This content is not yet available. You must complete Section{a} {b}. | 1 | 個人資訊在本節中，您將瞭解政府、消費者及大眾如何變得愈來愈注重隱私及個人資訊的安全。12 分鐘第 1 節 | 個人資訊識別個人資訊法律、監管與契約規定亞培的隱私納入設計原則複習2 | 機密商業資訊在本節中，您將瞭解我們日常工作活動中所使用的大多數商業資訊是如何視為機密的。5 分鐘第 2 節 | 機密商業資訊識別機密商業資訊不保護機密商業資訊會導致的成本內線消息複習3 | 保護敏感性資料在本節中，您將瞭解您可以做些什麽以幫助保護敏感性資料。8 分鐘第 3 節 | 您在保護敏感性資料方面的角色存取與使用敏感性資料分享敏感性資料保存與處置敏感性資料應對不當披露複習4 | 知識測驗評估您對本課程所述重要概念和原則的理解程度。5 分鐘第 4 節 | 知識測驗評估點按面板以開始。點按黃色播放按鈕以開始。此內容尚不可用。您必須完成第 {a} {b} 節。 |
| [Screen 4](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=5_C_7) [5\_C\_7](https://abbott.sharepoint.com/sites/abbottworld/InformationTechnology/ISRM/Pages/default.aspx?showScreen=5_C_7)  | At Abbott, one common type of sensitive data we use is personal information.In recent years, governments, consumers, and the general public have become increasingly concerned about the privacy and security of personal information. | 在亞培，個人資訊是我們經常會使用到的一種敏感性資料。近幾年來，政府、消費者及一般大眾都變得愈來愈注重隱私及個人資訊的安全。 |
| [Screen 5](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=6_C_8) [6\_C\_8](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=6_C_8)  | Personal information is any information that can be used to contact, locate, or otherwise identify an individual. | 個人資訊是可用於聯絡、定位或識別個人的任何資訊。 |
| Screen 6 [7\_C\_9](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=7_C_9)  | Kandice | Marketing Manager Can you give me some examples of personal information?Personal information can include biographical information, such as name, date of birth, email address and phone number.It can include information relating to an individual’s appearance, such as hair color or weight.It can also include information relating to an individual’s personal life, such as photos, browser cookies or location tracking information. | Kandice | 行銷經理 您是否可以給我舉幾個例子來講解個人資訊？個人資訊可以包括傳記資訊，例如：姓名、生日、電子郵件及電話號碼。個人資訊可以包括個人外貌的相關資訊，例如：髮色或體重。還可以包括個人生活的相關資訊，例如：照片、瀏覽器 cookies 或位置追蹤資訊。 |
| Screen 7 [8\_C\_10](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=8_C_10)  | Jerry | Sales Representative Does personal information also include protected health information?Yes, it does.Protected health information (PHI) is a particularly sensitive type of personal information used in the healthcare industry. It includes any personally identifiable information in medical records, including conversations between medical professionals about treatment. | Jerry | 銷售代表 個人資訊是否包括受保護健康資訊？是的，也包括在內。受保護健康資訊（PHI）是健康照護產業所使用且特別具敏感性的個人資訊類別。受保護健康資訊包括病歷中可識別個人身分的任何資訊，包括就治療事宜與醫療專業人員的對話。 |
| [Screen 8](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=9_C_11) [9\_C\_11](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=9_C_11)  | In most countries in which Abbott conducts business, there are laws and regulations in place designed to protect personal information, including protected health information.Laws relating to privacy and protection of personal information differ from one country to the next, but often embrace the same core principles.CLICK EACH OF THE HIGHLIGHTED AREAS ONSCREEN TO LEARN ABOUT THE DIFFERENT TYPES OF PRIVACY LAWS AND REQUIREMENTS IN PLACE AROUND THE WORLD. | 在亞培經營業務的大部分國家中，都設有保護個人資訊（包括受保護健康資訊）的法律和法規。與隱私及保護個人資訊相關的法律因國而異，但通常都遵循相同的核心原則。點按畫面上每個醒目提示的區域，了解世界各地採行的不同類型的隱私法律及要求。 |
| [Screen 8](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=10_C_11) [10\_C\_11](file:///D%3A/development/AbbottProtectSensitiveInfo/courses/EN-US/translation/reference/Transcript.pdf?showScreen=10_C_11)  | EuropeIn Europe, the General Data Protection Regulation (GDPR) is one of the most comprehensive privacy laws globally, and since its implementation in 2018, it has set the standard for privacy protection that other countries are trying to emulate. GDPR applies to organizations located within Europe, as well as organizations located outside of Europe that offer goods and services to or monitor the behavior of any individual residing in Europe.One of the key concepts of GDPR is the right to erasure, also known as the right to be forgotten. This right gives individuals the ability to request that their personal data be erased from an organization's records. If an individual makes such a request, the organization must take steps to erase the data from its systems and prevent its further use or disclosure. There may be exceptions to data subject requests. Nonetheless, Abbott will inform each validated data subject of what action is taken for each request. Violations of GDPR can result in heavy fines for companies, up to 4% of their annual global turnover, or 20 million euros (whichever is greater), for the most serious offenses. | 歐洲在歐洲，《通用數據保護條例》（GDPR）是全球最全面的隱私法律之一，自其 2018 年實施以來，為隱私保護設定了其他國家都在努力效仿的標準。GDPR 適用於歐洲境內組織，也適用於對任何居住於歐洲之個人提供商品和服務或監視其行為的歐洲境外組織。GDPR 的關鍵概念之一是擦除權，也被稱為被遺忘權。這項權利使得個人能夠要求從某個組織的記錄中刪除他們的個人資料。如果個人提出此類要求，該組織必須採取措施從其系統中擦除該資料並防止該資料被進一步使用或披露。資料當事人的要求有可能適用例外情況。儘管如此，亞培將會告知每個經其驗證的資料當事人，對每項要求採取了什麽行動。違反 GDPR 的行為若達到最嚴重的犯罪程度，可能會導致公司被處以高達全球年度營業額的 4% 或 2000 萬歐元（取較高者）的巨額罰款。 |
| [Screen 8](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=11_C_11) [11\_C\_11](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=11_C_11)  | United StatesIn the United States, there is no single law that protects all personal information. Instead, there are privacy laws and regulations that apply to specific industries and types of data. For example, HIPAA protects the privacy of healthcare data, while the Fair Credit Reporting Act protects credit information.However, some states have begun enacting their own comprehensive data privacy laws. For instance, California has the California Consumer Privacy Act (CCPA), which gives Californians certain rights to their data, such as the right to know what personal information is being collected about them and the right to delete any personal information collected. The CCPA will be amended by the California Privacy Rights Act (CPRA) in 2023, which will give people even more rights to their data.Other states that have passed their own data privacy laws include Virginia, Colorado, Utah, and Connecticut. While each state's law is different, they all generally give people rights to their data and require companies to provide certain disclosures about their data processing activities.Fines for violating state privacy laws can be significant. For example, California can fine companies up to $7,500 USD per violation of the CCPA.CanadaThere are laws at both the federal and provincial levels in Canada that are designed to protect an individual's personal information. For example, the Personal Information Protection and Electronic Documents Act (PIPEDA) is a federal law that applies to private sector organizations and is enforced by the Office of the Privacy Commissioner of Canada.At the provincial level, Quebec, Alberta, and British Columbia have enacted privacy laws that are similar to PIPEDA. Some other provinces also have rules in place that provide similar protections for personal information, including the provinces of Ontario, New Brunswick, Newfoundland and Labrador, and Nova Scotia, which have enacted health information privacy laws.These laws are in place to help prevent personal information from being mishandled or collected without the individual's knowledge, and give people the right to access their own information and correct any errors.Violating these laws can result in significant fines. For example, violating PIPEDA can lead to a fine of up to $100,000. In Alberta, the Personal Information Protection Act (PIPA) allows for fines of up to $10,000 for individuals and $500,000 for organizations. | 美國在美國，保護所有個人資訊的法律並非只有一部。而是為特定行業和資料類型設立了多種隱私法律和法規。例如，《美國健康保險隱私及責任法案》(HIPAA) 保護對醫療保健資料的隱私，而《公平信用报告法》則保護信用資訊。不過，有些州已著手制定其自己的綜合資料隱私法律。例如，加州備有《加州消費者隱私法》(CCPA)，此法賦予加州人對其資料的某些權利，例如知曉有關他們的哪些個人資訊正在被蒐集的權利，以及刪除任何已蒐集的個人資訊的權利。CCPA 將於 2023 年由《加州隱私權法》(CPRA) 進行修訂，這將賦予人們對其資料的更多權利。其他已通過自己的資料隱私法律的州包括弗吉尼亞州、科羅拉多州、猶他州和康涅狄格州。儘管各州的法律不同，但通常都賦予人們對其資料的權利，並要求公司就其資料處理活動提供某些披露。違反州隱私法律的罰款可能很重。例如，加州會對違反 CCPA 的公司處以每例高達 7,500 美元的罰款。加拿大加拿大聯邦和各省都設有專門保護個人資訊的法律。例如，《個人資料保護及電子文件法》(PIPEDA) 是適用於私營組織的聯邦法律，由加拿大隱私委員會辦公室執行。在省一級，魁北克、阿爾伯塔和不列顛哥倫比亞省已經頒布了類似於 PIPEDA 的隱私法律。其他一些省份也制定了為個人資訊提供類似保護的法規，包括安大略省、新不倫瑞克省、紐芬蘭和拉布拉多省以及新斯科舍省，這些省都頒布了健康資訊隱私法。這些法律旨在幫助防止個人資訊在該個人不知情的情況下遭到錯誤處理或蒐集，並賦予個人存取自己的資訊並更正任何錯誤的權利。違反這些法律可能會導致巨額罰款。例如，違反 PIPEDA 可能會導致高達 100,000 美元的罰款。在阿爾伯塔省，《個人資訊保護法案》 (PIPA) 允許對個人處以高達 10,000 美元的罰款及對組織處以 500,000 美元的罰款。 |
| [Screen 8](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=12_C_11) [12\_C\_11](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=12_C_11)  | Asia PacificThe privacy laws in the Asia Pacific region are constantly expanding and becoming more comprehensive. Some countries, such as China, have implemented data localization measures which require companies to store some personal data on servers within their borders. Additionally, China has privacy and security impact assessment requirements for the cross-border transfer of personal information.Others, like Australia and Singapore, have adopted a more consumer-focused approach to privacy that gives individuals greater control over their information, including the right to know how companies are using it and the ability to access and correct it if necessary.The penalties for companies who violate data privacy laws also differ widely across the region. In China, for example, companies can be fined up to 500,000 RMB (about $72,000 USD) for violating data privacy laws.However, in Singapore, companies can be fined up to 1 million (Singapore) dollars (about $737,000 USD) for violating the country’s privacy law. | 亞太地區亞太地區的隱私法律正在不斷拓寬其内容並變得更加全面。一些國家，例如中國，已經實施了資料在地化措施，規定公司必須將一些個人資料儲存在中國境內的伺服器上。此外，中國對個人資訊的跨境轉移設有隱私和安全影響評估要求。其他國家，例如澳洲和新加坡，採用了更加以消費者為中心的隱私實務方式，使個人得以更好地掌控自己的資訊，包括有權知曉公司如何使用其資訊，及在必要時能夠存取和更正其資訊。在該區域各地，公司因違反資料隱私法律而遭受的處罰也存在很大差異。例如，在中國，公司有可能因違反資料隱私法律而被處以高達 500,000 人民幣（約合 72,000 美元）的罰款。但在新加坡，違反該國隱私法的公司可能會被處以高達 100 萬新元（約 737,000 美元）的罰款。 |
| [Screen 8](https://abbott.sharepoint.com/sites/abbottworld/EthicsCompliance/training/Pages/Insider_Trading.aspx?showScreen=13_C_11) [13\_C\_11](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=13_C_11)  | RussiaRussia also has laws to protect its citizens' data, including a data localization law, which requires companies to store the personal data of Russian citizens on servers located in Russia.The law applies to companies that process the data of Russia's citizens, regardless of whether those companies are based in Russia or not. So, for example, a U.S.-based company that processes the data of Russian citizens would need to comply with the law.Like many countries, the law also requires companies to take steps to protect the personal data they process. For example, companies must ensure that the data is accurate and up-to-date and take steps to prevent it from being mishandled, lost, or stolen.The fines for violating the law can range from $12,000 to $72,000 USD for the first offense and up to $216,000 USD for the second offense. | 俄羅斯俄羅斯也制定了法律來保護其公民的資料，包括資料在地化法，該法律規定公司要將俄羅斯公民的個人資料儲存在俄羅斯境內的伺服器上。該法律適用於處理俄羅斯公民資料的公司，無論這些公司是否位於俄羅斯皆然。舉例而言，有一家位於美國的公司處理了俄羅斯公民資料，該公司就要遵守該法律。與許多國家一樣，該法律還規定公司要採取措施來保護其處理的個人資料。例如，公司必須確保資料準確和及時更新，並採取措施來防範資料被人錯誤處理、丟失或失竊。違反該法律的罰款額度從首次犯罪的 12,000 美元到 72,000 美元不等，再到第二次犯罪的 216,000 美元。 |
| [Screen 8](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=14_C_11) [14\_C\_11](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=14_C_11)  | Latin AmericaMost Latin American countries have laws in place that protect the privacy of individuals. However, many countries in the region, such as Ecuador, Argentina and Brazil, have recently revised their existing privacy regulations to stay current with international standards.Ecuador, for example, recently passed the Organic Law on the Protection of Personal Data (LPPD), which will go into effect in 2023. This law applies to any company around the world that processes the personal data of individuals in Ecuador.Like others in the region, the LPPD requires companies to provide notice and collect consent from individuals before using their data, destroy it when it is no longer needed, and meet certain restrictions before data is shared with other countries. These measures help protect the privacy of individuals across Latin America and ensure that companies are handling personal data responsibly.Violations of the LPPD can result in significant fines, ranging from 3% to 17% of an organization’s annual revenue from the previous year, providing a strong incentive for companies to comply with the law. | 拉丁美洲拉丁美洲的大部分國家都實施了保護個人隱私的法律。然而，該地區的許多國家，例如厄瓜多、阿根廷和巴西，最近都為了與國際標准保持同步而修改了其既有的隱私法規。例如，厄瓜多爾最近通過了《個人資料保護組織法》（LPPD），該法將於 2023 年生效。該法適用於世界各地任何有在處理厄瓜多境內人員之個人資料的公司。與該地區的其他國家一樣，LPPD 要求公司在使用個人資料之前要向個人發送通知並徵得其同意，而不再需要時要將該個人資料銷毀，並在與別國共享資料之前滿足某些限制。這些措施有助於保護拉丁美洲境內個人的隱私，並確保公司負責任地處理個人資料。違反 LPPD 可能會招致巨額罰款，額度從組織上一年年收入的 3% 到 17% 不等，這強有力地促使公司遵守該法律。 |
| [Screen 9](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=15_C_12) [15\_C\_12](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=15_C_12)  | In addition to laws and regulations governing how Abbott conducts business, there may be additional obligations in specific contracts we have with customers.For example, the U.S. government is a customer of Abbott. Under the terms of such an agreement, we are required to meet the obligations set out in the U.S. Privacy Act of 1974.CLICK THE ‘PRIVACY ACT’ BUTTON TO LEARN MORE. | 除了規範亞培應如何經營業務的法律和法規外，我們與客戶間的特定契約可能也訂有額外義務。舉例來說，美國政府是亞培的客戶。依據該協議的條款，我們必須滿足美國《1974 年隱私法》所訂定的義務。請點按「隱私法」按鈕，瞭解更多資訊。 |
| [Screen 9](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=16_C_12) [16\_C\_12](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=16_C_12)  | Privacy ActThe Privacy Act of 1974 (5 U.S.C. 552a) is an important Federal regulation. It establishes a Code of Fair Information Practice that governs the collection, maintenance, use, and dissemination of personally identifiable information about individuals maintained in systems of records by federal agencies. For certain transactions, Abbott may be granted access to government agency records. In such cases, Abbott must meet several obligations, including the need to demonstrate that privacy training on protecting personally identifiable information has been conducted.Employees should contact Legal before entering into any agreements with customers that have privacy obligations. | 隱私法美國《1974 年隱私法》（5 U.S.C. 552a）是部重要的聯邦法規。該部法規訂立了公平資訊實踐規範，對聯邦機構紀錄系統中所保存有關個人的個人可識別資訊之蒐集、保存、使用及散佈情事，訂立了相關規定。對於某些交易，亞培可能會獲授予存取政府機構記錄的權限。在這種情況下，亞培必須履行幾項義務，包括需要證明自己已經舉辦過有關保護可識別個人身分之資訊的隱私訓練。員工在與客戶訂立任何具有隱私相關義務的協議前，應先與法務部聯絡。 |
| [Screen 10](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=17_C_13) [17\_C\_13](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=17_C_13)  | The laws, regulations, and contractual requirements we have just reviewed are often complex and can change rapidly.Abbott has policies and procedures in place to ensure employees comply with these laws and regulations. If you have any questions or want to learn more, contact OEC or a member of the Global Privacy team.For contacts and additional information, click the Resources icon. | 我們剛剛檢視過的這些法律、法規及契約規定，通常都很複雜並且可能迅速變動。亞培訂有相關的政策與程序，以確保員工遵守這些法律與法規。如您有任何問題或想知道更多資訊，請聯絡 OEC 或全球隱私團隊的成員。有關聯絡人和其他資訊，請點按「資源」圖示。 |
| [Screen 11](file:///D%3A/development/AbbottProtectSensitiveInfo/courses/EN-US/translation/reference/Transcript.pdf?showScreen=18_C_14) [18\_C\_14](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=18_C_14)  | Collection* Notice
* Consent

MANAGEMENT* Data Integrity
* Access and Correction

Usage* Disclosure and Use

Disposition* Retention and Disposal

Abbott’s data privacy and protection policies and procedures are organized around a simple set of principles. We call this Privacy by Design.These principles are designed to help employees protect sensitive data at each stage of the data lifecycle. To illustrate, let’s look specifically at personal information.The first stage of the data lifecycle is collection.During this stage, Abbott uses a variety of methods to collect personal information. For example, we may request consumers to provide contact details at an Abbott website, or we may capture personal data generated from one of our devices.In order to protect the privacy rights of the individuals during this stage, we maintain processes to ensure we adhere to the Privacy by Design principles of Notice and Consent.Notice is about letting people know what personal information is being collected and explaining in clear, precise, and unambiguous language how we plan to use that information.For example, when submitting an inquiry at abbott.com, the personal information we collect is used for the sole purpose of responding to the inquiry.Consent is about providing individuals with the opportunity to agree to the collection and use of their personal information.Generally, when we seek consent, we ensure it is:* Freely given. The individual is never coerced or told that consent is a requirement.
* Informed. The individual is given sufficient information to make a reasonable decision to which they are consenting.
* Affirmative. The individual must affirmatively provide consent. We never assign consent, for example, through an individual’s silence, nor do we require the individual to take some action, such as unchecking a box, to opt out of something.
* Revocable. The individual is provided with a clear explanation of how to revoke consent.

For example, a consumer registering with the Abbott Nutrition Similac© Strong Moms© Rewards program can consent to the collection and use of their Personal Information by opting in (e.g., checking a box) to receive additional promotional information.The second stage of the data lifecycle is management.During this stage, information is processed and stored.In order to protect personal information during this stage, we maintain processes that ensure we adhere to the principles of:* Data Integrity, and
* Access and Correction.

Data Integrity is about taking reasonable measures to ensure that the personal information we retain is accurate, complete, and current.One way we do this is by tracking and recording all activities that process personal information. This ensures we can identify the source of the data, the specific purposes for which the data has been processed, and where it is stored.Access and Correction is about providing individuals with reasonable access to their data and the opportunity to exercise their rights in connection with this data.This includes responding to an individual’s request to access, delete, transfer, or amend the stored records of personal information.The third stage of the lifecycle is usage.During this stage, personal information is used to support activities across the organization.In order to protect personal information during this stage, we maintain processes that ensure we adhere to the principle of Disclosure and Use.Disclosure and Use is about controlling who has access to personal information and limiting use to specific purposes.We manage this through access controls and other processes. These controls and processes limit access to individuals in specific job functions as well as limiting use to the specific purposes set out in the notice for which consent was provided.The final stage of the lifecycle is disposition.Disposition refers to what happens to data once it is no longer actively being used. Activities may include deletion, archiving, or retaining for legal hold purposes.In order to protect personal information during this stage, we maintain policies and processes that ensure we adhere to the principle of Retention and Disposal.Retention and Disposal of personal information is about retaining personal information for only the time necessary to achieve the purposes for which it was needed and processed.Once personal information is no longer required in an active production environment, Abbott has put in place processes to either archive or dispose of it in a manner consistent with Abbott’s data management, retention, and disposal requirements. Our retention and disposal requirements are also subject to any legal hold requirements relating to legal matters.For additional information related to retention or disposal requirements, see Abbott’s Global Records and Information Policy (l1-02) or contact Information Governance and Records. Details can be found in the Resources section of this training.For contacts and additional information, click the Resources icon.As we have just seen, our policies and procedures are designed to protect personal information throughout its lifecycle.We do this by adhering to the principles of:* Notice,
* Consent,
* Data Integrity,
* Access and Correction,
* Disclosure and Use, and
* Retention and Disposal.

COLLECTIONNoticeConsentMANAGEMENTData IntegrityAccess and CorrectionUSAGEDisclosure and UseDISPOSITIONRetention and Disposal | 蒐集* 通知
* 同意

管理* 資料完整性
* 存取與更正

使用* 披露與使用

處置* 保留與處置。

亞培的資料隱私與保護政策及程序，係依循幾個簡單原則所訂立。我們稱之為「隱私納入設計」。這些原則旨在協助員工在資料生命週期的每個階段，都能保護敏感性資料。為了說明這些原則，讓我們具體看一下個人資訊作為例子。資料生命週期的第一階段是蒐集。在這個階段，亞培使用各種方法蒐集個人資訊。舉例來說，我們可能在亞培網站，要求消費者提供聯絡資訊，或是我們可能會擷取自我們裝置產生之個人資料。為了在這個階段保護個人的隱私權，我們訂有相關程序，確保我們遵守隱私納入設計的「通知與同意」原則。「通知」是指讓人知道自己的哪些個人資訊會被蒐集，並且以明確、精準且不模糊的語言，說明我們計畫如何使用這些資訊。舉例來說，在 abbott.com 網站提交詢問時，我們所蒐集的個人資訊僅會用於對該詢問做出回應。「同意」是指讓個人有機會對其個人資料之蒐集與使用作出同意。一般而言，當我們尋求同意時，我們會確保該同意是：* 自願。絕不會強迫個人、或向其表明同意是必要條件。
* 知情。應向個人提供充分資訊，使其得以對其所同意的事項做出合理決定。
* 肯定的。個人必須肯定的提供同意。例如，我們絕對不能把個人的靜默視為同意，我們也不能要求個人應採取某種行動（例如取消勾選欄位），才能選擇退出。
* 可撤銷。應就如何撤回同意，向個人提供明確說明。

舉例來說，報名參加 Abbott Nutrition Similac© Strong Moms© Rewards 計畫的消費者，可以透過選擇加入（例如：勾選欄位），同意其個人資訊受到蒐集與使用，以便接收額外的促銷資訊。資料生命週期的第二階段是管理。在此階段，資訊會被處理及儲存。為了在這個階段保護個人資訊，我們訂有相關程序，確保我們遵守以下原則：* 資料完整性、及
* 存取與更正。

「資料完整性」係指採取合理措施，確保我們保存的個人資訊準確、完整且最新。我們為達此目的所為的一種方式，就是追蹤並記錄一切處理個人資訊的活動。如此能確保我們識別出資料的來源、資料處理的特定目的、以及資料的儲存地點。「存取與更正」係指向個人提供存取其資料的合理權限，以及就該資料行使其相關權利的機會。包括在個人對於儲存於記錄中之個人資訊提出存取、刪除、移轉、或修改的請求時，做出相關回應。生命週期的第三階段是使用。在此階段，個人資訊將用於支援整個組織的活動。為了在這個階段保護個人資訊，我們訂有相關程序，確保我們遵守「披露與使用」的原則。「披露與使用」係指對誰可存取個人資訊施加控制，及將資訊的使用範圍限定於特定用途。我們透過存取控制措施及其他程序，進行這項管理作業。這些控制措施與程序，把存取權限縮減在從事特定工作職能的人員，並且把使用範圍限縮在同意通知中所確定的特定用途。生命週期的最後階段是處置。「處置」係指資料不再供人使用後的處理方式。處置活動可能包括刪除、歸檔、或基於法律要求留置之故而予以保留。為了在這個階段保護個人資訊，我們訂有相關政策與程序，確保我們遵守「保留與處置」的原則。個人資訊的「保留與處置」係指僅在達成資料所需目的及處理資料目的所必要的期間內，保留個人資訊。一旦主動生產環境不再需要用到個人資訊時，亞培訂有相關程序，以符合亞培資料管理、保留及處置規定的方式，歸檔或處置該等資料。我們的保留與處置規定，亦受與法律事務有關的任何法定留置要求之約束。想知道保留與處置規定的額外資訊，請參閱亞培的《全球記錄與資訊政策》 (l1-02) ，或聯絡資訊治理與記錄部。可以在本訓練課程的「資源」一節，查看相關詳細資訊。有關聯絡人和其他資訊，請點按「資源」圖示。正如我們剛介紹過，我們政策與程序的設計，都是為了在個人資訊生命週期期間，保護該等資訊。我們為了達到這個目的，必須遵守以下原則：* 通知，
* 同意，
* 資料完整性，
* 存取與更正，
* 披露與使用，以及
* 保留與處置。

蒐集通知同意管理資料完整性存取與更正使用披露與使用處置保留與處置 |
| [Screen 12](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=19_C_15) [19\_C\_15](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=19_C_15)  | Click the arrow to begin your review.ReviewTake a moment to review some of the key concepts covered in this section.Personal Information (PI)PI is any information that can be used to* Contact
* Locate, or
* Identify an individual.

Protected Health Information (PHI)PHI is a particularly sensitive type of personal information used in the healthcare industry.Privacy LawsPrivacy laws differ from one country to the next, but often embrace the same core principles.Abbott’s Privacy by Design PrinciplesAbbott’s data privacy and protection policies and procedures are organized around a set of principles, called Privacy by Design.Notice and ConsentNotice and Consent is about letting people know what PI is being collected and providing them the opportunity to agree to that collection.Data IntegrityData Integrity is about taking reasonable measures to ensure that PI is accurate, complete, and current.Access and CorrectionAccess and Correction is about providing individuals the right to access and correct their data.Disclosure and UseDisclosure and Use is about controlling who has access to PI.Retention and DisposalRetention and Disposal of PI is about retaining personal information for only the time necessary to achieve the purposes for which it was needed and processed.To check your progress, click the Menu buttonGreat job!You have completed section 1 of 4Click the forward arrow to continue learning | 點按箭頭以開始複習。複習花時間複習一下本節介紹的一些重要概念。個人資訊 (PI)PI 是可用於* 聯絡、
* 定位，或
* 識別個人的任何資訊。

受保護健康資訊（PHI）PHI 是健康照護產業所使用且特別具敏感性的個人資訊類別。隱私法律隱私法律因國而異，但通常都遵循相同的核心原則。亞培的隱私納入設計原則亞培的資料隱私與保護政策及程序，係依循名為「隱私納入設計」的一組原則而訂立。通知和同意「通知和同意」係指讓人們知道正在蒐集哪些 PI，並給他們提供同意該項蒐集的機會。資料完整性「資料完整性」係指採取合理措施，確保 PI 準確、完整且最新。存取與更正「存取與更正」係指為個人提供存取和更正其資料的權利。披露與使用「披露與使用」係指對誰可以存取 PI 施加控制。保留與處置PI 的「保留與處置」係指僅在達成資料所需目的及處理資料目的所必要的期間內，保留 PI。要驗看您的學習進度，請點按「目錄」按鈕做得很棒！您已完成 4 個課節中的第 1 節點按前進箭頭以繼續學習 |
| [Screen 13](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=20_C_17) [20\_C\_17](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=20_C_17)  | Another type of sensitive data that we may frequently use is confidential business information.Confidential business information is a broad category. It includes much of the business information we use and come in contact with on a daily basis. Confidential Information is information that is not publicly available that might be of use to Abbott’s competitors or harmful to Abbott if disclosed. | 另外一種我們可能經常使用的敏感性資料，就是機密商業資訊。機密商業資訊是相當廣泛的大分類。包含了我們所使用的大部分商業資訊，以及我們日常接觸到的商業資訊。機密資訊是未公開的資訊，而若其被披露，有可能被亞培的競爭對手利用或會傷害到亞培。 |
| [Screen 14](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=21_C_18) [21\_C\_18](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=21_C_18)  | Kandice | Marketing Manager Can you give me some examples of confidential business information?Confidential business information can include, but is not limited to: product designs and processes, compositions, organisms, computer software, research and development data, clinical and pharmacological data, patient data, technical data, customer and prospective customer lists, business practices, marketing plans and strategies, financial and operational data, and personnel data.It can also include purchasing information, such as bids for contracts, supplier lists, and costing information. | Kandice | 行銷經理 您是否可以給我舉幾個例子來講解機密商業資訊？機密商業資訊可包括但不限於：產品設計及程序、成分、生物體資料、電腦軟體、研發數據、臨床及藥理數據、患者數據、技術數據、客戶和潛在客戶名單、商業案例、行銷計畫與策略、財務及營運數據以及人員數據。還包括採購資訊，例如標案的投標、供應商名單以及成本資訊。 |
| [Screen 15](https://abbott.sharepoint.com/sites/abbottworld/Legal/Pages/Home.aspx?showScreen=22_C_19) [22\_C\_19](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=22_C_19)  | Jerry | Sales Representative Are there certain types of confidential business information that are more sensitive than others?Yes. Certain types of confidential business information require greater care than normal because improper disclosure or use of this information can cause serious harm to the company.Examples include:* Trade secrets, manufacturing formulas and processes;
* Clinical and regulatory data, regulatory submissions, or pre-approval information; and
* Financial data that has not been released to the public.
 | Jerry | 銷售代表 是否有哪些類別的機密商業資訊要比其他類別更具敏感性？是。有些類別的機密商業資訊，需要比正常程度還要高的注意程度，因為這種資訊如遭不當披露或使用，可能給公司造成嚴重傷害。例子包括：* 工藝秘密、製造配方和製程；
* 臨床及監管事務資料、針對監管事務的提交內容、或者預先核准的資訊；以及
* 尚未公開發布的財務數據資料。
 |
| [Screen 16](http://abbottmfiles.oneabbott.com/?showScreen=23_C_20) [23\_C\_20](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=23_C_20)  | As you can see, most of the business information we use in our day-to-day work activities is considered confidential.A good way to confirm whether the business information you are using is confidential is to ask yourself a simple question:Is this information publicly available?If the answer is no, then the information should be considered confidential and appropriate steps must be taken to protect it. | 如您所見，在我們日常工作活動中所用到的大多數商業資訊，都要視其為機密。確認您所使用的商業資訊是否為機密的好方法，就是問自己一個簡單的問題：這項資訊是否可以公開取得？如答案為否，則資訊應該視為機密，並且必須採取適當步驟予以保護它。 |
| [Screen 17](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=24_C_20b) [24\_C\_20b](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=24_C_20b)  | It is also important to remember that any confidential business information created as part of your job function at Abbott is Abbott’s property.As a result, you must protect this information and cannot keep it if your Abbott employment ends. | 務請牢記，您在亞培執行業務職能中建立的任何機密商業資訊都是亞培的財產，這很重要。因此，您必須保護此類資訊，且如果您與亞培的僱傭關係結束，您將不能保留這些資訊。 |
| [Screen 18](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=25_C_20c) [25\_C\_20c](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=25_C_20c)  | Protecting confidential business information is crucial.Not surprisingly, the improper use or disclosure of this information can result in significant harm to Abbott. | 保護機密商業資訊至關重要。能預期的是不當使用或披露這些資訊有可能給亞培帶來重大損失。 |
| [Screen 19](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=26_C_20d) [26\_C\_20d](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=26_C_20d)  | The improper use or disclosure of confidential information can significantly harm Abbott’s relationship with its customers and clients, lead to embarrassing press and media coverage, and result in the loss of competitive advantages for Abbott. It can also result in civil lawsuits and criminal penalties, including against current and former employees.CLICK THE ‘RECENT CASES’ BUTTON FOR MORE INFORMATION. | 機密資訊的不當使用或是披露可能會大大傷害亞培與其顧客和客戶的關係，導致新聞媒體不堪報導，並且導致亞培失去競爭優勢。它還可能導致民事訴訟和刑事處罰，並將現任和前任員工牽連在內。點按「近期案例」按鈕以瞭解更多。 |
| [Screen 19](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=27_C_20d) [27\_C\_20d](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=27_C_20d)  | RECENT CASESIn recent years, companies have received large jury verdicts and awards against former employees for improperly taking company information. For example, one company received $240 million award against a former employee who improperly disclosed the company’s confidential information to a competitor. Another company received an $854 million jury award against a former employee and his new employer when the former employee misappropriated the company’s confidential information and then used the company’s confidential information on behalf of the new employer.Studies indicate that the theft of confidential information causes losses between $209 and $625 billion to publicly traded companies. | 近期案例近年來，公司收到了針對前任員工不當獲取公司資訊的大型陪審團裁決和賠償。舉例來說，一家公司收到 2.4 億美元的賠償，原因是一名前員工向競爭對手不當披露公司的機密資訊。另一家公司收到了針對前員工及其新雇主8.54億美元的賠償，當時該前員工盜用了公司的機密資訊，然後代表新僱主使用了公司的機密資訊。有研究顯示，機密資訊的失竊使上市公司損失了 2090 至 6250 億美元。 |
| [Screen 20](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=28_C_20e) [28\_C\_20e](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=28_C_20e)  | It should come as no surprise that authorities take the theft of confidential information very seriously.For example, under federal criminal statutes, an individual can face up to ten years in prison and a $5 million fine for stealing confidential information. In addition, if a company is found guilty of stealing confidential information, it can be fined $10 million or three times the value of the confidential information.CLICK THE ‘FINES AND PENALTIES’ BUTTON FOR MORE INFORMATION. | 毫不意外，當局會嚴厲對待竊取機密資訊的行為。例如，根據聯邦刑事法規，個人可能因竊取機密資訊而面臨最高 10 年監刑以及 5 百萬美元的罰款。此外，如果公司因竊取機密資訊而被判有罪，可被處以 1 千萬美元或機密資訊價值三倍的罰款。請點按「罰款和處罰」按鈕以瞭解更多。 |
| [Screen 20](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=29_C_20e) [29\_C\_20e](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=29_C_20e)  | FINES AND PENALTIESIn recent years, several people and companies have been fined or sentenced to prison for stealing confidential information. For example:* A competitor was fined $60 Million for stealing another company’s confidential information;
* A former IT employee was sentenced to 97 months in prison for stealing confidential information;
* A former salesman was sentenced to 12 months in prison for stealing confidential information;
* A senior executive was sentenced to 24 months in prison for stealing confidential information; and
* A research scientist was sentenced to 18 months in prison for stealing confidential information.
 | 罰款和處罰近年來，一些人和公司因竊取機密資訊而被罰款或被判入獄。例如：* 一名競爭對手由於竊取另一家公司的機密資訊而被罰款 6 千萬美元；
* 一名前 IT 員工因竊取機密資訊被判入獄 97 個月；
* 一名前銷售員工因竊取機密資訊被判入獄 12 個月；
* 一名高級主管因竊取機密資訊被判入獄 24 個月；以及
* 一名科學研究員因竊取機密資訊被判入獄 18 個月。
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| [Screen 21](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=30_C_21) [30\_C\_21](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=30_C_21)  | Another type of confidential business information that is important to recognize and protect is insider information.Insider information is any non-public, material information that, if publicly disclosed, could reasonably be expected to affect the market value of a company’s securities, or influence investors’ decisions on whether to buy or sell securities. | 另外一種應該要識別並且保護的機密商業資訊是*內線消息*。內線消息是種重大非公開資訊，如果公開披露的話，可合理預期會影響公司證券市值或影響投資人的證券買賣決策。 |
| [Screen 22](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=31_C_22) [31\_C\_22](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=31_C_22)  | Examples of insider information include:* News of a potential acquisition,
* A delay in a product launch,
* News of a breach of internal IT systems,
* Unanticipated changes in earnings or dividend rates,
* Proposed tender offers or stock splits,
* Information about major new products,
* Contract awards,
* Expansion plans,
* Significant litigation or regulatory proceedings, etc.
 | 內線消息的其他例子包括：* 潛在收購的消息，
* 產品推出延遲，
* 內部 IT 系統受到侵入的消息，
* 未預期到的收益或股息變化，
* 提出的投標報價或股票分割，
* 重大新產品相關資訊，
* 合約授予，
* 擴展計畫，
* 重大訴訟或監管程序等。
 |
| [Screen 23](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=32_C_23) [32\_C\_23](http://abbottmfiles.oneabbott.com/Default.aspx?showScreen=32_C_23)  | If you are aware or in possession of insider information, it is illegal to trade in, or recommend others to trade in, Abbott securities.This also applies to the buying and selling of securities of other companies, including those currently doing or expected to do business with Abbott.To learn more about Abbott’s expectations with regard to the use and protection of unpublicized information, review Abbott’s policy on Insider Trading. Details can be found in the Resources section of this training. | 如您知悉或持有內線消息，則您自行買賣或建議他人買賣亞培有價證券的行為都屬非法。非法行為另外還包括買賣其他公司的有價證券，包括目前或預期會跟亞培從事業務往來的公司。欲更加瞭解亞培對於使用及保護未公開資訊的期望，請查閲亞培的內線交易政策。可以在本訓練課程的資源一節，查看相關詳細資訊。 |
| Screen 24 [33\_C\_24](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=33_C_24)  | Click the arrow to begin your review.ReviewTake a moment to review some of the key concepts covered in this section.Confidential Business InformationAny business information that is not publicly available should be considered confidential. This includes much of the business information we use in our day-to-day work activities.Improper Use of Confidential Business InformationThe improper use or disclosure of confidential business information can result in significant harm to the Company, our customers and employees.Insider InformationInsider information is any non-public, material information that, if publicly disclosed, could reasonably be expected to affect the market value of a company’s securities, or influence investors’ decisions on whether to buy or sell securities.To check your progress, click the Menu buttonGreat job!You have completed section 2 of 4Click the forward arrow to continue learning | 點按箭頭以開始複習。複習花時間複習一下本節介紹的一些重要概念。機密商業資訊任何未公開的商業資訊都應視之為機密資訊。這包括我們在日常工作活動中會用到的大部分商業資訊。不當使用機密商業資訊不當使用或披露機密商業資訊會給公司、我們的客戶和員工造成重大傷害。內線消息內線消息是種重大非公開資訊，如果公開披露的話，可合理預期會影響公司證券市值或影響投資人的證券買賣決策。要驗看您的學習進度，請點按目錄按鈕做得很棒！您已完成 4 個課節中的第 2 節點按前進箭頭以繼續學習 |
| [Screen 25](https://abbott.sharepoint.com/sites/abbottworld/InformationTechnology/ISRM/Pages/default.aspx?showScreen=34_C_25) [34\_C\_25](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=34_C_25)  | Now that you have a good understanding of the different kinds of data you are likely to encounter during your workday, here is what you can do to help protect it. | 現在您對於日常工作中很可能遇到的不同類別資料有了相當的瞭解，以下將介紹您可以做哪些事來協助保護這些資料。 |
| [Screen 26](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=35_C_26) [35\_C\_26](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=35_C_26)  | Before accessing any sensitive data, make sure your role and responsibilities require you to access the data.If you have a question about whether you should access the data, especially with respect to personal information, contact your manager, the OEC or a member of the Global Privacy team.CLICK THE ‘DID YOU KNOW’ BUTTON FOR MORE INFORMATION. | 在存取任何敏感性資料前，請務必確認您的職務和職責使得您必須存取這些資料。如果您對於您是否應該存取這些資料有疑問，特別是涉及個人資訊之時，請與 OEC（道德合規辦公室）或全球隱私團隊成員聯絡。點按「您知道嗎」按鈕以瞭解更多。 |
| [Screen 26](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=36_C_26) [36\_C\_26](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=36_C_26)  | DID YOU KNOWAbbott engages in various forms of lawful monitoring to reduce the risk of improper data usage.This include monitoring the downloading of data or the sending of data to non-Abbott email addresses. | 您知道嗎亞培部署了各種形式的合法監控，以降低不當使用資料的風險。這包括監控資料下載或向非亞培電郵地址發送資料的情況。 |
| [Screen 27](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=37_C_27) [37\_C\_27](http://abbottmfiles.oneabbott.com/Default.aspx?showScreen=37_C_27)  | If you have permission to access sensitive data, only use it for the specific purpose for which you have been granted access.In the case of personal information, only use the data according to the consent given or notice provided. | 如果您有存取敏感性資料的許可，務必僅出於您獲授予存取權限的特定目的來使用該資料。如為個人資訊，請依所授予的同意或所提供的通知內容，使用該等資料。 |
| [Screen 28](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=38_C_30) [38\_C\_30](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=38_C_30)  | Before sharing sensitive data, make sure the person you plan to share with has proper authorization.If you have a question about whether you should access the data, especially with respect to personal information, talk to your manager or a member of Abbott’s Privacy team. | 在您分享敏感性資料前，請確保您計畫與之分享的對象擁有適當的授權。如果您對於您是否應該存取這些資料有疑問，特別是涉及個人資訊之時，請與您的經理或一位亞培隱私團隊成員討論。 |
| [Screen 29](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=39_C_31) [39\_C\_31](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=39_C_31)  | Requests from Your Own CountryIf an Abbott employee located in your same country requests sensitive data, always:* Confirm the identity of the person making the request;
* Confirm the person’s need to access the information;
* Check to make sure the person is authorized to receive the information;
* Verify that the information can be used for the requested purpose; and
* Share only the amount of information required to meet the need, not more.

If in doubt, contact OEC or Global Privacy prior to sharing sensitive data. | 來自您本身國家的要求如果是位於跟您相同國家的亞培員工要求取得敏感性資料，請務必：* 確認提出要求的人員身分；
* 確認該人有存取該資訊的需要；
* 檢查並確定該人員具有取得該資訊的授權；
* 核實該資訊確可用於所要求使用之目的；以及
* 分享內容不得超過滿足對方需求所必要之資訊量。

如有疑慮，請在分享敏感性資料前，先聯絡 OEC 或全球隱私團隊。 |
| [Screen 30](https://abbott.sharepoint.com/sites/abbottworld/EthicsCompliance/GBLPRIV/Pages/Main/default.aspx?showScreen=40_C_32) [40\_C\_32](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=40_C_32)  | Requests from Other CountriesMany countries and regions have laws designed to protect the rights of their citizens, and place restrictions on the transference of personal information across national borders.If you receive a request for information containing sensitive data from a colleague in a different country than your own, check your division or function’s data privacy policies, or consult OEC or Global Privacy before proceeding. Then, follow the same steps you would if responding to a request from a colleague in your own country. | 來自其他國家的要求許多國家和地區都有用於保護其公民權利的法律，並限制跨國傳輸個人資訊。如果您收到位於其他國家的同事提出的要求，請您提供含有敏感性資料的資訊，請在辦理前，先查閱您的部門或職能的資料隱私政策，或聯絡 OEC 或全球隱私部門。然後再按照回應國內同事要求時的相同步驟辦理。 |
| [Screen 31](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=41_C_33) 41\_C\_33  | Requests from Third PartiesIf the request for sensitive data is from a third party, ensure there is a valid and appropriate contractual agreement in place. If you are unsure, contact OEC, Global Privacy, or Legal prior to sharing. | 來自第三方的要求如果敏感性資料的要求來自第三方，請務必確保訂有有效且適當的契約協議。如有疑慮，請在分享敏感性資料前，先聯絡 OEC 或全球隱私部門或法務部門。 |
| [Screen 32](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=42_C_35) [42\_C\_35](https://abbott.sharepoint.com/teams/GLB-BTS-ssdw/SitePages/Home.aspx?showScreen=42_C_35)  | Always archive or dispose of sensitive data in a manner consistent with Abbott’s data management, retention, and disposal requirements. | 請務必以符合亞培資料管理、保留及處置規定的方式，歸檔或處置敏感性資料。 |
| [Screen 33](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=43_C_36) [43\_C\_36](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=43_C_36)  | If you receive a legal hold order, you are prohibited from discarding, destroying, or deleting any information covered by the hold.If you have questions related to legal hold orders or retention and disposal, contact the attorney/paralegal listed in the Legal Hold notification, or call the Litigation Department at (224) 667-5701. | 如果您收到法律留置令，則您不得丟棄、銷毀或刪除該法律留置令管轄範圍內的任何資訊。如果您對法律留置令或資料保留及處置有任何相關問題，請聯絡法律留置通知中列出的律師/律師助理，或致電訴訟部門：(224) 667-5701。 |
| [Screen 34](http://abbottmfiles.oneabbott.com/?showScreen=44_C_37) [44\_C\_37](https://abbott.sharepoint.com/sites/abbottworld/EthicsCompliance/training/Pages/Insider_Trading.aspx?showScreen=44_C_37)  | Always take special care with sensitive data when someone leaves Abbott.Managers must ensure the departing employee is terminated in the appropriate system (e.g., Workday for Employees or Fieldglass for Contingent Workers) as soon as they are notified the employee is leaving. This will ensure access to Abbott data, physical access to buildings, and final pay will be properly managed. | 當有人自亞培離職時，務必特別留意敏感性資料。經理必須確保在收到員工離職通知後，在其最後一個工作日前終止其在適用系統（如員工的 Workday 或臨時員工的 Fieldglass）的使用權。這將確保存取亞培資料、進入建築物，以及最終的薪資得到妥當管理。 |
| [Screen 35](http://abbottmfiles.oneabbott.com/Default.aspx?showScreen=45_C_37b) [45\_C\_37b](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=45_C_37b)  | Ensure no sensitive data leaves with the departing employee. Transition all files to the Abbott employee who will be assuming the departing person’s role or responsibilities.Remind the departing employee of the obligation not to keep or disclose sensitive information. Employees may not take their work product or any other Abbott property (e.g. mobile devices) with them when they leave Abbott. If you have questions about your local termination process, contact Human Resources. | 確保離職員工未帶走敏感性資料。把所有檔案傳輸給將承接離職人員之職務或職責的亞培員工。提醒離職員工，其有不得保留或披露敏感性資訊的義務。員工離開亞培時，不得帶走工作產品或任何其他亞培資產（例如行動裝置）。若您對您當地的離職程序存有疑問，請聯繫人力資源部門。 |
| [Screen 36](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=46_C_38) [46\_C\_38](http://webstorage.abbott.com/hr/126_HR_Service_Center_Contact_List_English.pdf?showScreen=46_C_38)  | Inadvertent disclosures of PHI can happen at any time.For example, you may overhear a nurse discussing details of a patient’s health status or you may accidentally be copied on an email containing details of a patient’s record. | 隨時都有可能不慎披露 PHI。舉例來說，您可能會無意間聽到護士在討論某個患者的健康狀況細節，或您可能會意外收到含有患者記錄細節的電郵。 |
| [Screen 37](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=47_C_38a) [47\_C\_38a](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=47_C_38a)  | In response to any inadvertent or improper disclosure of a patient’s protected health information (PHI), you should immediately report the incident to OEC or a member of the Global Privacy team. | 發生不慎或不當披露患者的受保護健康資訊（PHI）時，您應立即向 OEC 或全球隱私團隊成員通報。 |
| [Screen 38](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=48_C_38b) [48\_C\_38b](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=48_C_38b)  | If you become aware of the improper or inadvertent disclosure of Confidential Business Information, you should immediately report the disclosure to both:* Your direct supervisor, and
* OEC or a member of the Global Privacy team.

Your immediate reporting of the disclosure will help Abbott immediately retrieve the information, prevent additional improper or misuse of the information and if appropriate, assist the company with pursuing civil or criminal action. | 若您發現機密商業資訊的不慎或不當披露，您應該馬上向以下兩者通報該披露：* 您的直屬主管，以及
* OEC 或全球隱私團隊成員。

您立即通報該披露將會幫助亞培馬上檢索資訊、防止資訊的不當使用或濫用，並且在適當的狀況下協助公司提出民事或刑事訴訟。 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=49_C_38c) [49\_C\_38c](https://abbott.sharepoint.com/sites/abbottworld/EthicsCompliance/Pages/Home.aspx?showScreen=49_C_38c)  | You should never disclose Abbott sensitive data to anyone not authorized to receive the sensitive data.Similarly, you should only use Abbott sensitive data on behalf of Abbott and while performing your Abbott business function.If you improperly disclose sensitive data, you may face disciplinary action, up to and including termination of employment. | 您不應該將亞培敏感性資料披露給任何未獲授權接受敏感性資料的任何人。同樣地，您只能代表亞培及在執行亞培業務職能時使用亞培敏感性資料。如果您不當披露敏感性資料，您可能面臨紀律處分，最嚴重者可至解僱。 |
| [Screen 40](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=50_C_38d) [50\_C\_38d](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=50_C_38d)  | You are not permitted, both during and after your Abbott employment, to share Abbott data with any Abbott competitor. | 在您受僱於亞培期間以及在您與亞培僱傭關係終止後，您不得與亞培的任何競爭對手分享亞培的資料。 |
| [Screen 41](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=51_C_38e) [51\_C\_38e](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=51_C_38e)  | Failure to return sensitive data to Abbott, transmitting sensitive data to an unapproved device, storage, account or server, or providing sensitive data to any person or entity not authorized to possess the information can lead to Abbott pursuing legal action against you.CLICK THE ‘LEGAL ACTION’ BUTTON FOR MORE INFORMATION. | 若未能將敏感性資料歸還給亞培、將敏感性資料轉送到未經核准的裝置、儲存媒體、帳戶或是伺服器、或將敏感性資料提供給任何未獲授權卻想獲得該資訊的個人或實體，都可能導致亞培對您採取法務行動。請點按「法務行動」按鈕以瞭解更多。 |
| [Screen 41](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=52_C_38e) [52\_C\_38e](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=52_C_38e)  | LEGAL ACTIONLegal action could include Abbott filing a civil lawsuit against you that would:* Prevent you from working for a new employer until Abbott sensitive data has been returned and protected;
* Require you to turn over all electronic devices to Abbott for review and inspection;
* Cause you to pay monetary damages for illegally retaining and/or using Abbott sensitive data, and violating the duties and obligations you owe Abbott under your Abbott Employment Agreement; and
* Obligate you to pay the legal fees Abbott incurs as a result of filing a lawsuit to protect its sensitive data.

If necessary, Abbott will also work with local, state and federal authorities to protect and retain Abbott sensitive data. In this scenario, you could also face criminal penalties. | 法務行動法務行動可能包括亞培對您提起民事訴訟，該訴訟將：* 在亞培敏感性資料獲得歸還和保護之前，您將無法為新雇主工作；
* 要求您將所有電子裝置交給亞培審查以及檢查；
* 由於您非法保留以及/或使用亞培敏感性資料，並且違反您在亞培僱傭協議下對亞培承擔的責任與義務，導致您支付賠償金；以及
* 您有義務支付亞培因提出訴訟保護其敏感資料而產生的法務費用。

若有必要，亞培將會與當地、州以及聯邦當局合作來保護以及保留亞培敏感性資料。若事態進至此地步，您還可能面臨刑事處罰。 |
| Screen 42 [53\_C\_43](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=53_C_43)  | Any event involving a potential compromise of information security, including a lost or stolen mobile device, should be reported immediately to your local Global Service Desk.If you have any concerns about a potential violation or want to report a potential privacy incident, contact Global Privacy. | 任何涉及資訊安全性潛在威脅的相關事件，包括行動裝置遺失或遭竊，均應立即向您的全球服務平台通報。如果您對潛在違規情事有任何疑慮，或想要通報潛在的隱私事件，請聯絡 OEC 或全球隱私部門。 |
| [Screen 43](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=54_C_44) [54\_C\_44](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=54_C_44)  | Click the arrow to begin your review.ReviewTake a moment to review some of the key concepts covered in this section.Accessing and Using Sensitive DataOnly access and use sensitive data for the specific purpose for which you have been granted access.Sharing Sensitive DataBefore sharing sensitive data:* Confirm the identity of the requestor;
* Confirm their need to access the information;
* Verify the information can be used for the purpose(s) requested; and
* Share only the amount required to meet the need.

Retaining and Disposing of Sensitive DataAlways archive or dispose of sensitive data in a manner consistent with Abbott’s data management, retention, and disposal requirements.Responding to Inadvertent Disclosure of PHIIn response to any inadvertent or improper disclosure of a patient’s PHI, immediately report the disclosure to OEC or a member of the Global Privacy team.Reporting a Privacy IncidentContact the Global Privacy team to report a potential privacy incident.To check your progress, click the Menu buttonGreat job!You have completed section 3 of 4Click the forward arrow to continue learning | 點按箭頭以開始複習。複習花時點間複習一下本節介紹的一些重要關鍵概念。存取與使用敏感性資料務必僅出於您獲授予存取權限的特定目的來存取與使用敏感性資料。分享敏感性資料在分享敏感性資料之前：* 確認要求分享者的身分；
* 確認其有存取該資訊的需要；
* 核實該資訊確可用於所要求使用之目的；以及
* 僅分享滿足該要求所必要之資訊量。

保存與處置敏感性資料請務必以符合亞培資料管理、保留及處置規定的方式，歸檔或處置敏感性資料。應對 PHI 的不慎披露情事對於任何不慎或不當披露患者 PHI 的情事，請立即向 OEC 或全球隱私團隊成員通報該項披露。通報隱私事件聯繫全球隱私團隊以通報潛在的隱私事件。要驗看您的學習進度，請點按目錄按鈕做得很棒！您已完成 4 個課節中的第 3 節點按前進箭頭以繼續學習 |
| [Screen 44](https://icomply.abbott.com/Default.aspx?showScreen=55_C_45) [55\_C\_45](http://webstorage.abbott.com/hr/126_HR_Service_Center_Contact_List_English.pdf?showScreen=55_C_45)  | Where to Get HelpOffice of Ethics and Compliance (OEC)Global Privacy – Contact Global Privacy via email at [privacy@abbott.com](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html). You can find additional contact details and important information about privacy on the Global Privacy Portal [here](https://abbott.sharepoint.com/teams/GLB-BTS-ssdw/SitePages/Home.aspx) on Abbott World.OEC Contacts – You are encouraged to contact the OEC at any time with any ethics and compliance questions, or to discuss concerns about possible violations of our written standards, laws, or regulations.* Visit the [Contact OEC](https://abbott.sharepoint.com/sites/abbottworld/EthicsCompliance/About/Pages/Contacts.aspx) page on the [OEC website](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html) on Abbott World or [OEC@abbott.com](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html).

ENTERPRISE CYBERSECURITYVisit the Enterprise Cybersecurity site [here](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html) on Abbott World.Visit the [Simply Digital](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html) site to learn about secure ways to share information.Legal DivisionContact the [Legal Division](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?icid=AW_MN_ORG_Legal) with questions or concerns about third-party contractual obligations regarding privacy and data protection.Contact the Information Governance team at [information.governance@abbott.com](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html) with questions or concerns regarding retention requirements or for guidance on acceptable use of technology solutions.REFERENCE POLICIES:* Click [here](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html#3E4088E6-D40A-4DA2-90B9-76B55D51A390/views/_tempsearch?limit=499&00_p100=107&01_p1170*=GLB-CONF-INFO&06_p39=138_p2C131&resultsFromEachRepository=true&includeUnmanaged=true) to review the Confidential Information Policy
* Click [here](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html) to review Abbott’s policy on Insider Trading
* Click [here](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html#3E4088E6-D40A-4DA2-90B9-76B55D51A390/views/_tempsearch?00_p1170=GLB-TECHNOLOGY-USE&01_p100=107&02_p39=131&showopendialog=0) to review the Acceptable Technology Use Policy.
* Click [here](https://abbott.sharepoint.com/sites/abbottworld/EthicsCompliance/GBLPRIV/Pages/Main/default.aspx#3E4088E6-D40A-4DA2-90B9-76B55D51A390/views/_tempsearch?00_p1170=I1-02&01_p100=107&02_p39=131&showopendialog=0) to review the Records and Information Policy on M-Files.

OEC Policies and ProceduresFor our company’s global and country-specific OEC policies and procedures:* Abbott employees should visit [iComply](https://icomply.abbott.com/Default.aspx).

Human Resources Service Center* Click [here](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html) for a list of HR support contact numbers.

Course ResourcesTranscriptClick [here](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html) for a full transcript of the course. | 到哪裡尋求幫助道德合規辦公室 (OEC)全球隱私部門 - 透過電子郵件聯絡全球隱私部門 [privacy@abbott.com](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html)。您可以在Abbott World上的全球隱私入口網站（請點按[此處](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html)）上查看有關隱私的額外聯絡人詳情與重要資訊。OEC 聯絡人 - 您有任何道德與合規相關疑問時，或欲討論可能違反我們書面標準、法律或法規的相關疑慮時，鼓勵您隨時聯絡 OEC。* 前往Abbott World [OEC 網站](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html)上的[聯絡 OEC](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html) 頁面，或發送電郵至 [OEC@abbott.com](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html)。

企業網路安全前往Abbott World上的企業網路安全網站（請點按[此處](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html)）。前往 [Simply Digital](http://abbottmfiles.oneabbott.com/Default.aspx) 網站，瞭解共享資訊的安全方法。法務部門對於隱私與資料保護事宜的第三方契約義務如有任何問題或疑慮，請聯絡[法務部門](https://abbott.sharepoint.com/sites/abbottworld/Legal/Pages/Home.aspx?icid=AW_MN_ORG_Legal)。若對於資料保留的規定有任何問題或疑慮，或想瞭解有關技術解決方案之可接受使用指南，請透過 [information.governance@abbott.com](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html) 聯絡資訊治理團隊。參考政策：* 點按[此處](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html#3E4088E6-D40A-4DA2-90B9-76B55D51A390/views/_tempsearch?limit=499&00_p100=107&01_p1170*=GLB-CONF-INFO&06_p39=138_p2C131&resultsFromEachRepository=true&includeUnmanaged=true)以查看機密資訊政策
* 點按[此處](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html)以查看亞培的內線交易政策
* 點按[此處](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html#3E4088E6-D40A-4DA2-90B9-76B55D51A390/views/_tempsearch?00_p1170=GLB-TECHNOLOGY-USE&01_p100=107&02_p39=131&showopendialog=0)以查看可接受技術使用政策。
* 點按[此處](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html#3E4088E6-D40A-4DA2-90B9-76B55D51A390/views/_tempsearch?00_p1170=I1-02&01_p100=107&02_p39=131&showopendialog=0)以查看 M-Files上的記錄和資訊政策。

OEC 政策與程序欲瞭解本公司的全球與各國特定 OEC 政策與程序：* 亞培員工應造訪 [iComply](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html)。

人力資源服務中心* 點按[此處](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html)以查看 HR（人力資源）支援聯絡電話清單。

課程資源成績單點按[此處](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html)，取得課程的完整成績單。 |
| [Screen 45](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=56_C_47) [56\_C\_47](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=56_C_47)  | The Knowledge Check consists of 10 questions. You must score 80% or higher to successfully complete this course.When you are ready, click the Knowledge Check button. | 知識測驗由 10 道問題組成。為了成功完成本課程，您的得分必須為 80% 或更高。準備好後，點按**知識測驗**按鈕。 |
| Screen 46Question 1: Scenario57\_C\_48 | Assuming you have worked for Abbott for several years and have recently accepted an offer to work for another company, which of the following would you be legally allowed to take with you when you leave? | 假設您在亞培工作幾年後，最近受聘要為另一家公司工作，在您離開時，以下哪項是您可合法帶走的？ |
| Screen 46Question 1: Options58\_C\_48 | [1] Personal Patient Information from clinical studies[2] Abbott customers lists and presentation information that you created while working for Abbott[3] Sales projections and financial data for your Abbott Division or Business Unit[4] Personal photos and mementos | [1] 取自臨床試驗的患者個人資訊[2] 在亞培工作期間您所建立的亞培客戶名單以及演示介紹資訊[3] 您所在的亞培部門或是業務單位的銷售預測數據以及財務數據[4] 私人照片和紀念品 |
| Screen 46Question 1: Feedback59\_C\_48 | The correct answer is 4. Personal information, confidential business information, and Protected Health Information are all considered sensitive data that you cannot take with you or use after leaving Abbott. Additionally, all Abbott electronic devices and other Abbott property must be returned prior to leaving.For more information, see  Section 3.4, Responding to Improper Disclosures.  | 正確答案是 4。個人資訊、機密商業資訊和受保護健康資訊都要視為敏感性資料，您不可以隨身帶走或在離開亞培後使用。此外，在離開前必須歸還所有亞培電子裝置和其他亞培財產。想瞭解更多資訊，請參閱 第 3.4 節應對不當披露。 |
| Screen 46Question 2: Scenario60\_C\_48 | A Marketing Manager is working on a new product launch and must create a consent form for potential customers. The form will allow for the collection and use of personal information. To align with Abbott’s practices for consent, which of the following must be true for the consent form?Check all that apply. | 行銷經理正在從事新產品推出的工作，必須為潛在客戶編製一份同意書。該同意書將允許蒐集和使用個人資訊。為了與亞培獲取同意的實務協同一致，以下哪項對於該同意書必須為真？請選擇所有適用項。 |
| Screen 46Question 2: Options61\_C\_48 | [1] The form must not pressure customers into giving their consent.[2] The form must provide customers with all the information about how their personal information will be used.[3] The form must require customers to actively agree to the collection and use of their personal information.[4] The form must not allow customers to withdraw their consent once they have given it. | [1] 同意書不得迫使客戶給出其同意。[2] 同意書必須向客戶提供有關如何使用其個人資訊的全部資訊。[3] 同意書必須要求客戶主動同意我們蒐集和使用其個人資訊。[4] 同意書不得允許客戶在給出同意後又將其撤回。 |
| Screen 46Question 2: Feedback62\_C\_48 | Abbott's practices for consent require that the form:* Be clear and concise.
* Not pressure people into giving their consent.
* Provide all information about how personal information will be used.
* Require people to actively agree to the collection and use of their personal information.
* Allow withdrawal of consent if desired.

For more information, see  Section 1.3, Abbott’s Privacy by Design Principles.  | 亞培獲取同意的實務要求同意書：* 簡潔明了。
* 不強迫人們給出同意。
* 提供關於將如何使用個人資訊的全部資訊。
* 要求人們主動同意我們蒐集和使用其個人資訊。
* 如想撤回同意，允許撤回。

想瞭解更多資訊，請參閱 第 1.3 節亞培的隱私納入設計原則。 |
| Screen 46Question 3: Scenario63\_C\_48 | Disclosure and Use of sensitive data such as personal information is managed at Abbott through: | 亞培透過以下哪種方式來管理敏感性資料（例如個人資訊）的披露與使用： |
| Screen 46Question 3: Options64\_C\_48 | [1] De-identification of all data.[2] Access controls.[3] Both 1 and 2. | [1] 所有資料去除身分識別。[2] 存取管制措施。[3] 兩者皆是。 |
| Screen 46Question 3: Feedback65\_C\_48 | Disclosure and Use of personal information are managed through access controls and other processes that limit access and use to individuals in specific job functions and for the specific purposes set out in the notice for which consent was given.For more information, see  Section 1.3, Abbott’s Privacy by Design Principles.  | 個人資訊的披露與使用，是透過存取管制措施及其他程序管理，僅限具有特定工作職能的人員存取及使用，並且僅限出於同意通知中所載特定目的來存取及使用。想瞭解更多資訊，請參閱 第 1.3 節亞培的隱私納入設計原則。 |
| Screen 46Question 4: Scenario66\_C\_48 | Which of the following is true in relation to the retention and disposal of personal information?Check all that apply. | 關於個人資訊的保留和處置，以下哪項是正確的？請選擇所有適用項。 |
| Screen 46Question 4: Options67\_C\_48 | [1] Personal information is only retained for the time necessary to achieve the purposes for which it was collected and processed.[2] Once data is no longer required in an active production environment, it should always be disposed of.[3] Retention and disposal of personal information is subject to any holds relating to legal matters. | [1] 個人資訊應僅在為達蒐集及處理目的所必要的期間內保留。[2] 一旦資料已不再為主動生產環境所需要時，一律應予處置。[3] 個人資訊的保留與處置，受到任何法律留置事項之約束。 |
| Screen 46Question 4: Feedback68\_C\_48 | Generally, Abbott should only retain personal information for the time necessary to achieve the purposes for which it was collected and processed. Once data is no longer required in an active production environment, it should be either archived or disposed of, in a manner consistent with Abbott’s data management, retention, and disposal requirements. Retention and disposal requirements are also subject to any holds relating to legal matters.For more information about the correct answer, Section 1.3, Abbott’s Privacy by Design Principles. | 一般而言，個人資訊應僅在為達其蒐集及處理目的所必要的期間內保留。一旦資訊已不再為主動生產環境所需要時，應以符合亞培資料管理、保留及處置規定的方式，予以歸檔或處置。保留與處置規定，亦受任何法律留置事項之約束。想瞭解有關正確答案的更多資訊，請參閱第 1.3 節亞培的隱私納入設計原則。 |
| Screen 46Question 5: Scenario69\_C\_48 | An Engineer is working on developing a new product. Which of the following would be considered confidential business information that must be kept secure?Check all that apply. | 一位工程師正在開發一種新產品。以下哪項會被視為必須保密的機密商業資訊？請選擇所有適用項。 |
| Screen 46Question 5: Options70\_C\_48 | [1] Sales projections and forecasts for the new product.[2] Financial reporting data from Abbott’s Annual Report.[3] Purchasing information, such as bids for contracts for the new product.[4] Competitive information about similar products.[5] Proposals from third-party suppliers related to the new product. | [1] 新產品的銷售目標與預測。[2] 來自亞培年度報告的財務報表數據。[3] 採購資訊，例如對新產品契約的投標。[4] 關於類似產品的競爭資訊。[5] 第三方供應商有關新產品的建議。 |
| Screen 46Question 5: Feedback71\_C\_48 | Confidential Business Information is a broad category. It includes much of the business information we use and come in contact with on a daily basis. A good way to confirm whether something is confidential is to ask yourself a simple question:Is this information publicly available?If the answer is no, then the information is most certainly confidential, and you should take appropriate steps to protect it.For more information, see Section 2.1, Recognizing Confidential Business Information. | 機密商業資訊是相當廣泛的大分類。包含了我們所使用的大部分商業資訊，以及我們日常接觸到的商業資訊。確認某種資訊是否為機密的好方法，就是問自己一個簡單的問題：這項資訊是否可以公開取得？如答案為否，則該資訊非常可以確定是機密，而且您必須採取適當步驟予以保護。想瞭解更多資訊，請參閱第 2.1 節識別機密商業資訊。 |
| Screen 46Question 6: Scenario72\_C\_48 | The Global Data Protection Regulation (GDPR) is one of the most comprehensive privacy laws in the world. Implemented in 2018, it is the standard for privacy protection. This regulation was designed in: | 《通用數據保護條例》（GDPR）是全球最全面的隱私法律之一。它於 2018 年實施，是隱私保護的標準。該法規設計於： |
| Screen 46Question 6: Options73\_C\_48 | [1] Canada[2] Asia[3] Europe[4] Russia[5] United States[6] Latin America | [1] 加拿大[2] 亞洲[3] 歐洲[4] 俄羅斯[5] 美國[6] 拉丁美洲 |
| Screen 46Question 6: Feedback74\_C\_48 | The correct answer is Europe. In Europe, the General Data Protection Regulation (GDPR) is one of the most comprehensive privacy laws globally, and since its implementation in 2018, it has set the standard for privacy protection that other countries are trying to emulate.For more information, see Section 1.2, Legal, Regulatory and Contractual Agreements. | 正確答案是歐洲。在歐洲，《通用數據保護條例》（GDPR）是全球最全面的隱私法律之一，自其 2018 年實施以來，為隱私保護設定了其他國家都在努力效仿的標準。如需更多資訊，請參閱第 1.2 節法律、監管和契約協議。 |
| Screen 46Question 7: Scenario75\_C\_48 | Your colleague just completed a project that involved collecting and using personal data. He's since received a request from another department to access that data. You advise your colleague to: | 您的同事剛剛完成了一個涉及蒐集和使用個人資料的項目。此後，他收到了另一個部門關於存取該資料的要求。您告知您的同事去： |
| Screen 46Question 7: Options76\_C\_48 | [1] Confirm the requester's identity and their need to access the information.[2] Verify that the requester is authorized to have a copy of the information.[3] Make sure that the data can be used for the requested purposes.[4] All of the above. | [1] 確認要求存取者的身分及其存取該資訊的需要。[2] 核實要求存取者是否有權取得該資訊的副本。[3] 確定資料可用於所要求使用之目的。[4]以上皆是。 |
| Screen 46Question 7: Feedback77\_C\_48 | One of the most common causes of data incidents within an organization is the improper sharing of data with unauthorized personnel. Before sharing any document or file containing sensitive data, always:* Confirm the identity of the person making the request and the person’s need to access the information.
* Check to make sure the person is authorized to have a copy of the information.
* Verify that the information can be used for the purposes they are requesting to use it for.
* Share only the amount of information required to meet the need, not more.

For more information, see Section 3.2, Sharing Sensitive Data. | 在組織內最常見的資料外洩事件之一，就是向未獲授權的人員不當分享資料。在分享任何含有敏感性資料的文件或檔案前，請務必：* 確認要求分享者的身分及其存取該資訊的需要。
* 檢查並確定該人員具有取得該資訊副本的授權。
* 核實該資訊確可用於所要求使用之目的。
* 分享內容不得超過滿足對方需求所必要之資訊量。

想瞭解更多資訊，請參閱第 3.2 節分享敏感性資料。 |
| Screen 46Question 8: Scenario78\_C\_48 | You are a Sales Representative visiting a clinic in your area. While waiting in the reception area, you accidentally misplace sensitive documents containing a patient's protected health information. What do you do? | 您是一位銷售代表，負責走訪所在地區的診所。在接待區等候時，您不小心放錯了含有患者受保護健康資訊的敏感性文件。您應該怎麼做？ |
| Screen 46Question 8: Options79\_C\_48 | [1] Notify the clinic's privacy officer.[2] Contact your supervisor.[3] Report the incident to OEC or a member of the Global Privacy team. | [1] 通知診所中負責隱私事務的職員。[2] 聯絡您的主管。[3] 向 OEC 或全球隱私團隊成員通報該事件。 |
| Screen 46Question 8: Feedback80\_C\_48 | In response to any inadvertent disclosure of a patient’s protected health information, you should immediately report the incident to:* OEC or a member of the Global Privacy team.

For more information, see Section 3.4, Responding to Improper Disclosures. | 發生不慎披露患者的受保護健康資訊時，您應立即將事件通報給：* OEC 或全球隱私團隊成員。

想瞭解更多資訊，請參閱第 3.4 節應對不當披露。 |
| Screen 46Question 9: Scenario81\_C\_48 | While traveling to work on the train, you accidentally leave your laptop containing sensitive work documents at your seat and exit the train. You realize your mistake when you reach your office and frantically search for your laptop, but it is nowhere to be found. What should you do first? | 乘火車上班時，您不小心將裝有敏感性工作文件的筆記型電腦放在座位上而離開了火車。當您到達辦公室時，您意識到自己犯了錯，您瘋狂地尋找您的筆記型電腦，但它無處可尋。您首先應當做什麽？ |
| Screen 46Question 9: Options82\_C\_48 | [1] Call the train company and ask if someone turned in your laptop.[2] Go back to the train station and search for your laptop.[3] Contact your local Global Service Desk. | [1] 打電話給火車公司，詢問是否有人上交了您的筆記型電腦。[2] 回到火車站，尋找您的筆記型電腦。[3] 聯絡您當地的全球服務平台。 |
| Screen 46Question 9: Feedback83\_C\_48 | If you believe that sensitive information may have been compromised, such as through a lost or stolen laptop, please contact your local Global Service Desk immediately.For more information, see Section 3.4, Reporting a Data Incident. | 如果您認為敏感性資訊可能已遭洩露（例如經由遺失的或失竊的筆記型電腦），請立即聯絡您當地的全球服務平台 (GSD)。想瞭解更多資訊，請參閱第 3.4 節通報資料外洩事件。 |
| Screen 46Question 10: Scenario84\_C\_48 | You should only use personal information:Check all that apply. | 您應該只在符合以下條件時使用個人資訊：請選擇所有適用項。 |
| Screen 46Question 10: Options85\_C\_48 | [1] For the specific purpose for which you have been granted access.[2] According to the notice provided to the data subject.[3] According to the consent granted by the data subject. | [1] 用於您獲授予存取權限的特定目的。[2] 根據提供給資料當事人的通知。[3] 根據資料當事人授予的同意。 |
| Screen 46Question 10: Feedback86\_C\_48 | If you have permission to access personal information, only use it:* For the specific purpose for which you have been granted access.
* According to the notice provided to the data subject.
* According to the consent granted by the data subject.

For more information, see Section 3.1 Accessing and Using Sensitive Data. | 如果您有存取個人資訊的許可，請僅在符合以下條件時使用它：* 用於您獲授予存取權限的特定目的。
* 根據提供給資料當事人的通知。
* 根據資料當事人授予的同意。

想瞭解更多資訊，請參閱第 3.1 節存取與使用敏感性資料。 |
| [Screen 46](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=87_C_48) [87\_C\_48](https://abbott.sharepoint.com/sites/abbottworld/EthicsCompliance/Pages/Home.aspx?showScreen=87_C_48)  | All questions remain unanswered | 仍未答完所有問題 |
| [Screen 47](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=88_C_49) 88\_C\_49  | No results are available, as you have not completed the Knowledge Check.Congratulations! You have successfully passed the Knowledge Check and completed the course.Please review your results below by clicking on each question.Once you are done, you must click the EXIT [X] icon in the course title bar before closing your browser window or browser tab.Sorry, you did not pass the Knowledge Check. Take a few minutes to review your results below by clicking on each question.When you are done, click the Retake Knowledge Check button. | 由於您尚未完成知識測驗，無成績可提供。恭喜！您已經成功通過知識測驗而學完了本課程。請在下方點按各個問題以查閱您的成績。在您完成之後，您必須點按課程主題欄的**離開 [X]** 圖示，才可以關閉您的瀏覽器視窗或瀏覽器標籤。抱歉，您的知識測驗不及格。請花幾分鐘時間，點按各個問題以在下方查閱您的成績。準備好之後，請點按**重新參加知識測驗**按鈕。 |
| 89\_toc\_1 | Introduction | 簡介 |
| 90\_toc\_2 | Welcome | 歡迎 |
| 91\_toc\_3 | Objectives | 目標 |
| 92\_toc\_4 | Menu | 目錄 |
| 93\_toc\_5 | Personal Information | 個人資訊 |
| 94\_toc\_6 | Recognizing Personal Information | 識別個人資訊 |
| 95\_toc\_7 | Legal, Regulatory and Contractual Requirements | 法律、監管與契約規定 |
| 96\_toc\_8 | Abbott’s Privacy by Design Principles | 亞培的隱私納入設計原則 |
| 97\_toc\_9 | Review | 複習 |
| 98\_toc\_10 | Confidential Business Information | 機密商業資訊 |
| 99\_toc\_11 | Recognizing Confidential Business Information | 識別機密商業資訊 |
| 100\_toc\_12 | Cost of Not Protecting Confidential Business Information | 不保護機密商業資訊會導致的成本 |
| 101\_toc\_13 | Insider Information | 內線消息 |
| 102\_toc\_14 | Review | 複習 |
| 103\_toc\_15 | Your Role in Protecting Sensitive Data | 您在保護敏感性資料方面的角色 |
| 104\_toc\_16 | Accessing and Using Sensitive Data | 存取與使用敏感性資料 |
| 105\_toc\_17 | Sharing Sensitive Data | 分享敏感性資料 |
| 106\_toc\_18 | Retaining and Disposing of Sensitive Data | 保存與處置敏感性資料 |
| 107\_toc\_19 | Responding to Improper Disclosures | 應對不當披露 |
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| 109\_toc\_21 | Knowledge Check | 知識測驗 |
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| 112\_toc\_24 | Question 1 | 問題 1 |
| 113\_toc\_25 | Question 2 | 問題 2 |
| 114\_toc\_26 | Question 3 | 問題 3 |
| 115\_toc\_27 | Question 4 | 問題 4 |
| 116\_toc\_28 | Question 5 | 問題 5 |
| 117\_toc\_29 | Question 6 | 問題 6 |
| 118\_toc\_30 | Question 7 | 問題 7 |
| 119\_toc\_31 | Question 8 | 問題 8 |
| 120\_toc\_32 | Question 9 | 問題 9 |
| 121\_toc\_33 | Question 10 | 問題 10 |
| 122\_toc\_34 | Feedback | 回饋 |
| 123\_string\_1 | The Course cannot contact the LMS. Click 'OK' to continue and review the course. Note, Course Certification may not be available. Click 'Cancel' to exit  | 本課程無法連接 LMS。點按「確定」以繼續及複習課程。請注意，可能不會提供課程結業證書。點按「取消」以離開  |
| 124\_string\_2 | All questions remain unanswered | 仍未答完所有問題 |
| 125\_string\_3 | Questions | 問題 |
| 126\_string\_4 | Question | 問題 |
| 127\_string\_5 | not answered | 未答 |
| 128\_string\_6 | That's correct! | 答對了！ |
| 129\_string\_7 | That's not correct! | 答錯了！ |
| 130\_string\_8 | Feedback:  | 回饋： |
| 131\_string\_9 | PROTECTING SENSITIVE DATA | 保護敏感性資料 |
| 132\_string\_10 | Knowledge Check | 知識測驗 |
| 133\_string\_11 | Submit | 提交 |
| 134\_string\_12 | Retake Knowledge Check | 重新參加知識測驗 |
| 135\_string\_13 | Course Description: At Abbott, we frequently use sensitive data to make important business decisions. Because many of our stakeholders have concerns about how this data is collected and used, Abbott has policies and procedures in place to ensure this data is protected. This course explains what sensitive data is, why it is vital to our business, and what steps we can take to ensure we process and handle this information safely and securely. This course will take approximately 30 minutes to complete. | 課程說明：在亞培，我們做重要商業決定時，經常使用敏感性資料。因為我們有許多利害關係人對於這些資料的蒐集與使用方式存有疑慮，所以亞培訂立了政策與程序，確保這些資料受到保護。本課程講解了什麼是敏感性資料、敏感性資料為什麼對我們的業務很重要、以及我們採取哪些措施來確保我們以安全無虞的方式處理這些資訊。本課程的學時約為 30 分鐘。 |
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| 138\_string\_16 | Reference Material | 參考資料 |
| 139\_string\_17 | Audio | 音訊 |
| 140\_string\_18 | Exit | 離開 |
| 141\_string\_19 | Record My Results | 記錄我的成績 |