



密钥人员任命/终止表

Key Team Appointment / Termination Form

基本信息General Information							
姓名 Name		员工编号 ID Number		部门 Department		职位 Title	
出生年月 Date of Birth		家庭住址 Home Address					
入职时间 Date of joining				邮箱 Email			
座机号 Telephone No.				移动手机号 Mobile No.			
是否不良信用记录Have any bad financial credit record				<input type="checkbox"/> 有 YES <input type="checkbox"/> 无 NO			
是否有犯罪记录Have any Criminal Record				<input type="checkbox"/> 有 YES <input type="checkbox"/> 无 NO			
任命Appointment		<input type="checkbox"/> 是 YES <input type="checkbox"/> 否 NO (终止任命 Termination)					
终止任命原因Termination		<input type="checkbox"/> 转岗Position Transfer <input type="checkbox"/> 离职Resignation <input type="checkbox"/> 其他 Other					
密钥组Key Team							
类型Type	<input type="checkbox"/> 正式 Primary <input type="checkbox"/> 备份Secondary						
所属组Group	<input type="checkbox"/> KC1 <input type="checkbox"/> KC2 <input type="checkbox"/> KC3 <input type="checkbox"/> KM						
职责说明Responsibility							
<p><b>第一正式组Primary</b></p> <p>a) 妥善保管/使用来自卡商或客户的密钥组件。 Responsible to custody the key component(s) received from vendor(s) or client(s).</p> <p>b) 负责验证收到的密钥组件的完整性。一旦发现密钥组件可能被泄露或篡改，立即向密钥管理经理报告事故。 Responsible to check the integrity of the received Key Components. Report the incident to Key Management Group once the Key Components are discovered to be suspiciously compromised or tampered.</p> <p>c) 负责以安全的方式保护密钥组件，尽量减少密钥泄露的机会。 Responsible to keep their Key Components in a secure manner that minimize the chance of key compromise.</p> <p>d) 负责向密钥经理报告密钥泄露的迹象（已知的或怀疑的）。 Responsible to notify KM for any sign of compromise (known or suspected).</p> <p>e) 参照《密钥管理管理规定》文件内容。 Participant in the process of Key Management Process as per this document.</p> <p>f) 定期接受密钥管理组的相关密钥管理培训。 Receive Periodic Key Management Training provided by Security Officer (Logical Operation).</p> <p><b>备份组Secondary</b></p> <p>a)作为主要密钥管理员的备份，主要密钥管理员不在时，备份密钥管理员负责接管主要密钥管理员的职责。 Secondary Key Custodians are responsible to take over the responsibilities and duties of corresponding Primary Key Custodians at the time of the absence of Primaries.</p> <p>b)一旦主密钥管理员返回，应立即将备份密钥管理员的职责转移至对应的主密钥管理员。 The duties of Secondary Key Custodians should be handed over to corresponding Primaries once the Primaries are back.</p> <p>c)备份密钥管理员应通知相应正式组，有关密钥管理相应变更。 Secondary Key Custodians should inform the updated information regarding Key Management and corresponding changes to their corresponding Primaries accordingly.</p> <p>I promised to implement the responsibility above</p> <p>本人承诺遵守以上职责，承诺人Promiser: _____ 日期Date: _____</p>							
生效日期 Effective Date							
密钥经理 Key Manager				首席信息官 Chief Information Security Officer			