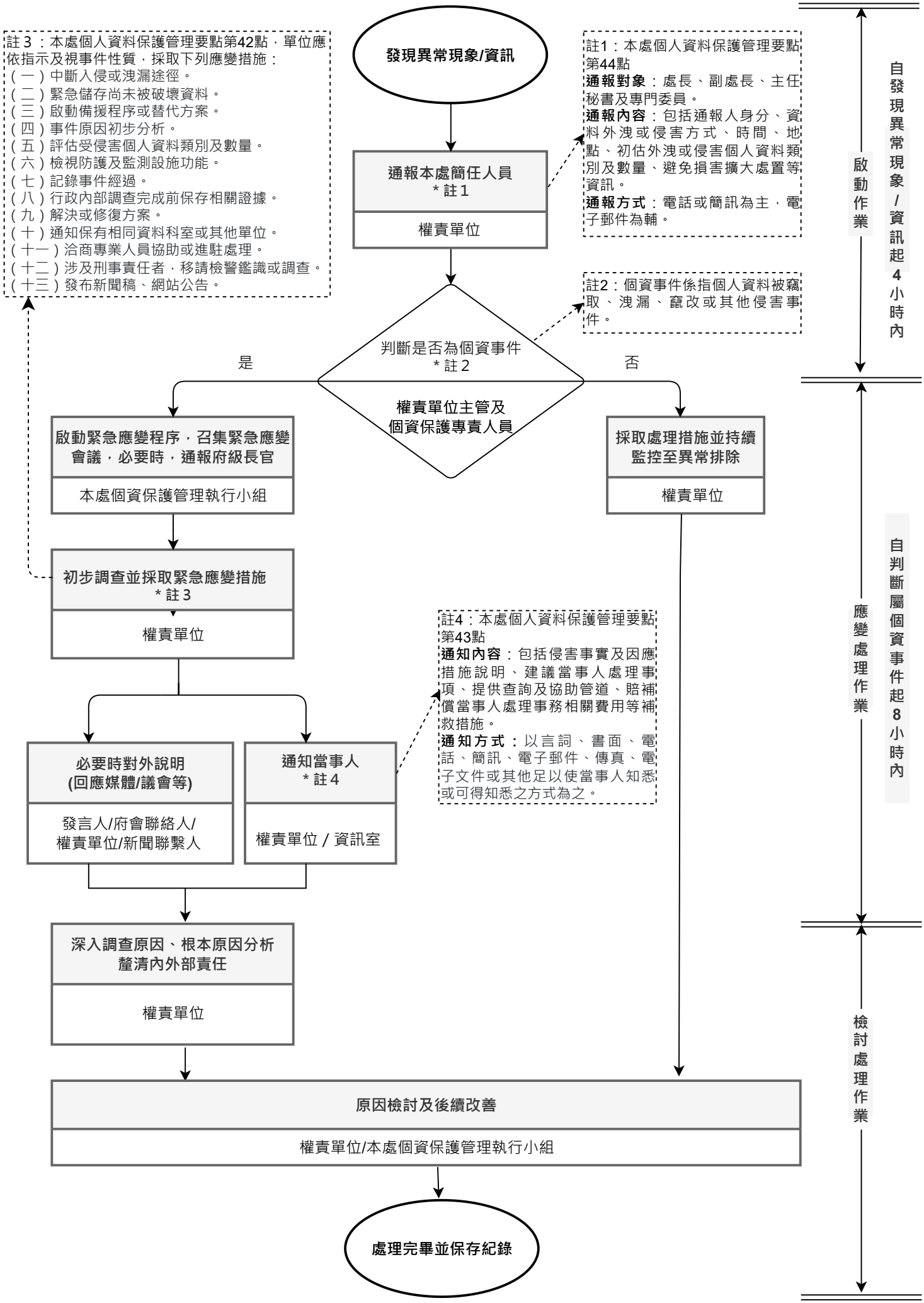臺北市政府人事處個資事故應變標準作業流程圖