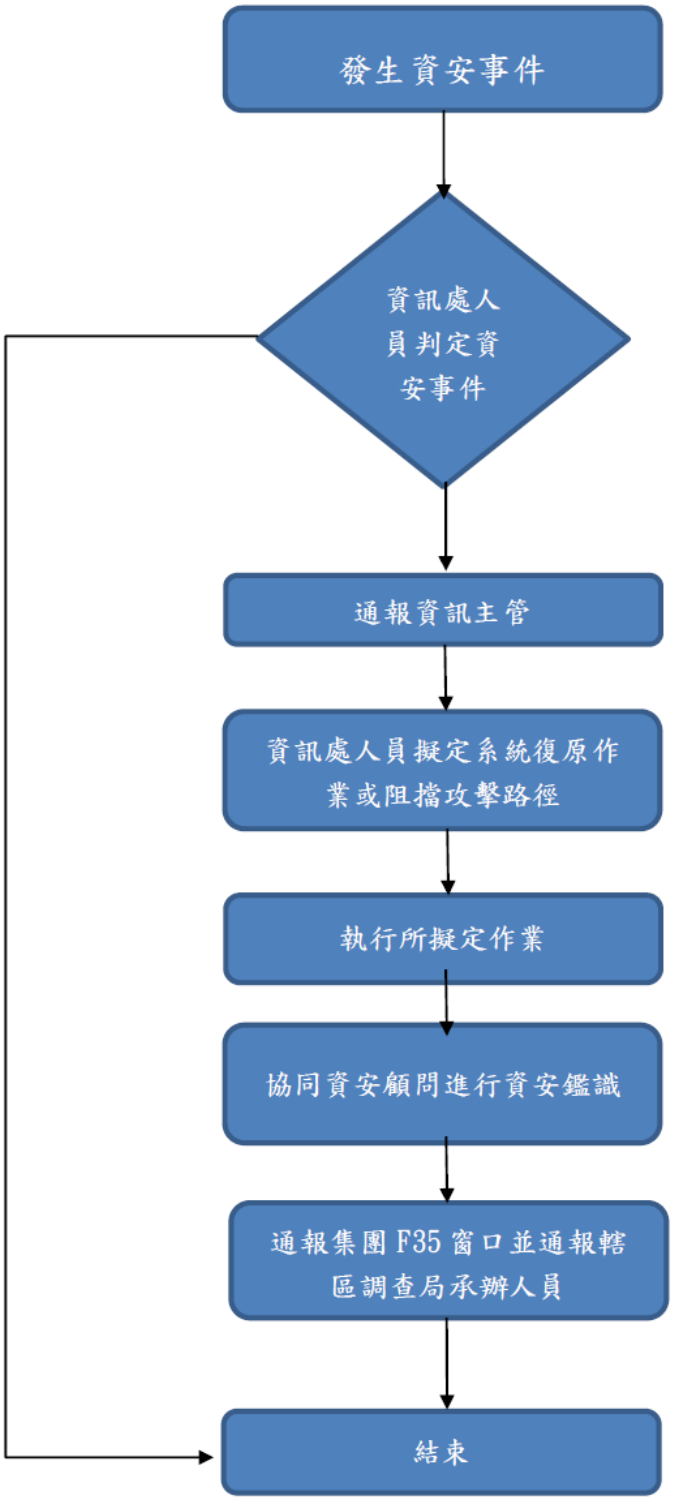資訊安全事件通報應變通報流程