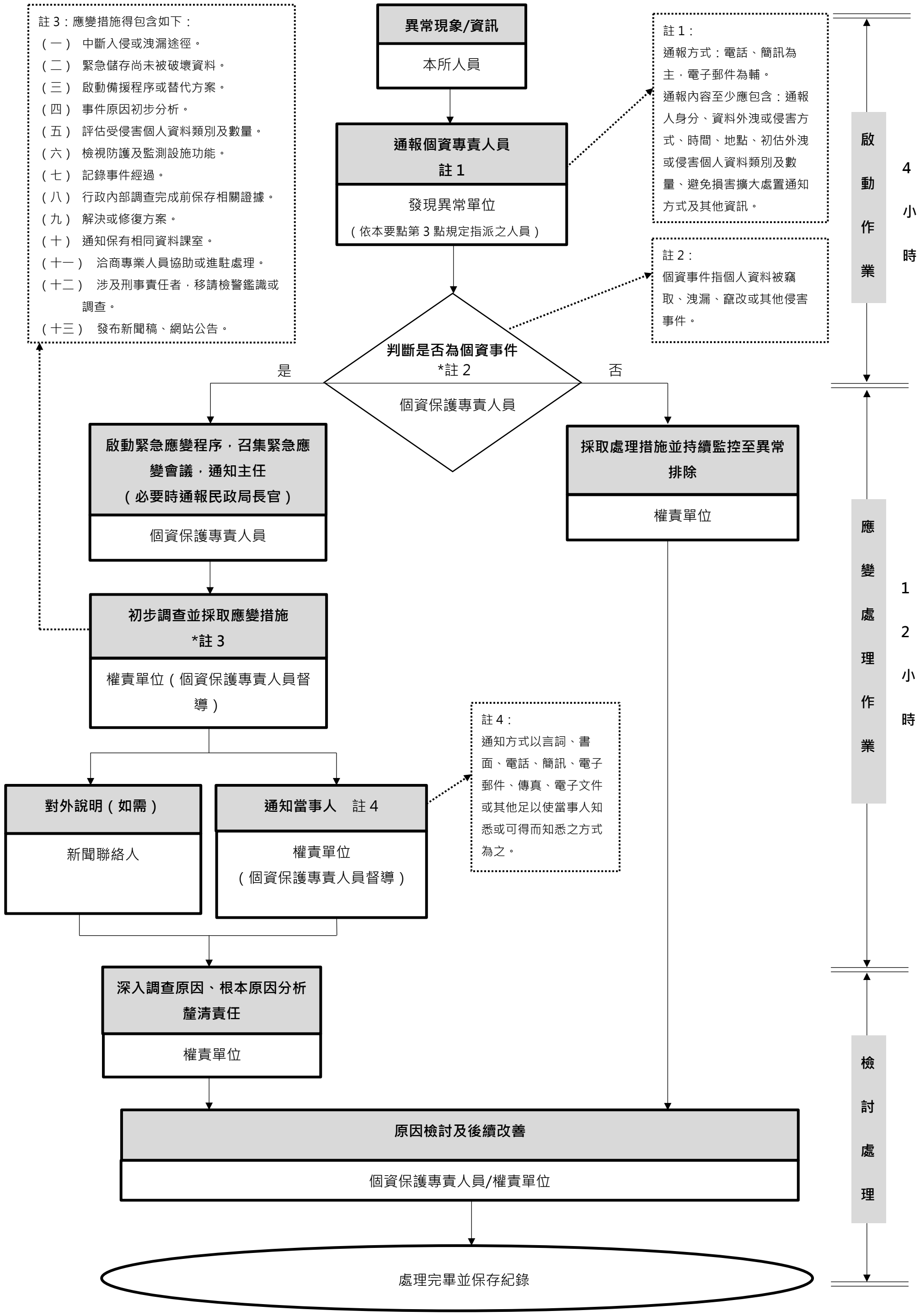臺北市內湖區戶政事務所個資事故應變標準作業流程圖