Category	IT Infrastructure and Services	Policy Number	SUP-ITS-203	
Distribution	External	Version	1.2	
Responsible Office	CAFO	Policy Owner	IT Department	
Date Approved	25 September 2023	Effective Date	25 September 2023	
Date Last Reviewed	10 April 2023	Due Date for Next Review	10 April 2026	

POLICY
Information Security

1. **Purpose**
The purpose of this policy is to establish an information security policy for Zayed University ("**University**") that ensures the continual improvement of its processes, systems, and protection of intellectual property to achieve confidentiality, integrity, and availability of information.

2. **Scope of Application**
This policy applies to all University employees and students, whether full- or part-time, paid, or unpaid, temporary, or permanent. It applies to all information collected, stored, or used by or on behalf of any operational unit, department, college, or person within the community in connection with University operations.

3. **Policy**
   3.1 The University recognizes that information security and safety is essential for providing secure education, training, student support, and services to all stakeholders.

   3.2 In order to achieve the above, the University has entrusted the Information Technology Department ("**ITD**") to maintain and continuously improve information security and safety within its premises, operations, and information technology services, and to minimize its exposure to risks.

   3.3 To meet the above requirements, the ITD shall ensure that:
   a) Paramount importance shall be given to the protection against any misuse of information, and the prevention of any information security risk. To this end, threat analysis and risk evaluation shall be carried out on a proactive and continuous basis.
   b) Information is made available only to authorized users as per business processes and requirements.
   c) Sensitive information stored/processed on any device/media and in any format which belongs to the University will be protected against unauthorized access and handling.
   d) All information security incidents, including security breaches and

irregularities must be reported to the ITD Service Desk. The ITD Service Desk is responsible for recording and responding to the incident as per the ITD Incident management procedure.

    e) Corrective action shall be taken and followed up through the regular verifications to improve the overall security standards within the University.

    f) ITD complies with relevant laws, regulations, contractual agreements, and University policies.

    g) All employees and students are made aware of the importance of information security at the University.

    h) This policy will be reviewed and updated as necessary.

3.4 The ITD has established and will maintain an effective and efficient information security management system based upon the requirements of auditing standards and all applicable regulations.

4. Related Policies and Laws

SUP-ITS-103 Bring Your Own Device
SUP-ITS-104 Acceptable Usage
SUP-ITS-105 Internet Usage
SUP-ITS-201 Access Control
SUP-ITS-202 Internet Content Management and Control
SUP-ITS-205 Password Security
SUP-ITS-206 Email Security
SUP-ITS-207 Virtual Private Network (VPN) Access
Telecommunications and Digital Government Regulatory Authority (TDRA) Regulations for Information Technology Security in Federal Entities

5. Administration

This policy is administered by the Information Technology Department.

6. Revision History

Date	Revision
25 September 2023	Approved by the CAFO.
22 June 2023	Endorsed by the Executive Committee.
10 April 2023	Reviewed with no substantive changes required: • Added SUP-ITS-202, SUP-ITS-207 and renamed TRA with TDRA under Section 4.
20 February 2023	Administrative change: • Updated the information header and policy numbers to be in line with the new format. • Updated the policy number from SUP-ITS-04 to SUP-ITS-203.
10 June 2020	Approved by the CAFO.
2 April 2020	Reviewed with no substantive changes required: • Updated the policy as per ISO 27001:2013 standard
6 January 2020	Updated the policy number to SUP-ITS-04 from SUP-ITS-10.

| 15 May 2018 | New policy approved by the University Council. |