


<b>Category</b>	IT Infrastructure and Services	<b>Policy Number</b>	SUP-ITS-204	 جامعة زايد ZAYED UNIVERSITY
<b>Distribution</b>	External	<b>Version</b>	1.2	
<b>Responsible Office</b>	CAFO	<b>Policy Owner</b>	IT Department	
<b>Date Approved</b>	4 October 2020	<b>Effective Date</b>	4 October 2020	
<b>Date Last Reviewed</b>	4 October 2020	<b>Due Date for Next Review</b>	4 October 2023	

## **POLICY**

### **Data Security**

#### **1. Purpose**

The purpose of the policy is to create and maintain an environment that safeguards data from threats to personal, professional, and institutional interests.

#### **2. Scope of Application**

This policy applies to all Zayed University faculty and staff, whether full or part-time, paid or unpaid, temporary or permanent. This policy 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**

Zayed University shall:

- 3.1** establish a comprehensive data security program in compliance with the UAE Federal laws.
- 3.2** establish processes to ensure the security and confidentiality of information.
- 3.3** outline essential roles and responsibilities within the university community to create and maintain an environment that safeguards data from threats to personal, professional, and institutional interests.
- 3.4** establish administrative, technical, and physical safeguards to protect against unauthorized access or use of this information.

#### **4. Related Policies and Laws**

N/A

#### **5. Administration**

This policy is administered by the Information Technology Department. Any questions can be directed to the Director of the Information Technology Department.

## 6. Revision History

Date	Revision
20 February 2023	Administrative change: <ul style="list-style-type: none"><li>• Updated the information header and policy numbers to be in line with the new format.</li><li>• Updated the policy number from SUP-ITS-05 to SUP-ITS-204.</li></ul>
4 October 2020	Non-substantive changes approved by CAFO.
7 November 2019	Updated the policy number to SUP-ITS-05 from ACA-INF-06.
7 December 2017	Non-substantive changes approved by the Vice-President.
16 June 2015	New policy required by CAA approved by UC.