Policy Group	IT Services	Policy Number	SUP-ITS-04	
Responsible Office	Office of the CAFO	**Distribution**	External	
Date Approved	15 May 2018	**Effective Date**	1 June 2018	
Date Last Reviewed	2 April 2020	**Due Date for Next Review**	2 April 2023	

POLICY
Information Security

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

2. Application
This policy applies to all ZU 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 ZU 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, ZU 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 ZU shall 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. ITD Service Desk is responsible to record and respond 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 ZU.
f) ITD complies with relevant laws, regulations, contractual agreements, and ZU

policies.

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

      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-01 Acceptable Usage
SUP-ITS-02 Internet Usage
SUP-ITS-03 Access Control
SUP-ITS-06 Password Security
SUP-ITS-07 Email Security
SUP-ITS-16 Bring Your Own Device
Telecommunications Regulatory Authority (TRA) Regulations for Information Technology Security in Federal Entities

5. Administration

This policy is administered by the Information Technology Department.

6. Revision History

Date	Revision
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.