UTS College

ITDS Security Policy

POLICY PURPOSE
The purpose of this policy is to ensure appropriate measures are put in place to protect UTS College's Information and Communication Technology assets and information systems against unauthorised access, improper use, disclosure, modification, perusal, inspection, recording or destruction throughout their lifecycle.

SCOPE

This policy applies to all UTS College Staff and Affiliates (hereafter referred to as Users) who have access to information and communication systems to supports UTS College's business activities.

DEFINITIONS are set out at the end of this policy.

POLICY PRINCIPLES

Principle	Responsible
INFORMATION SECURITY	
1. Information security is based on confidentiality, integrity and availability. Compliant and responsible use is a shared responsibility of all Users and information should be protected from unauthorised use or accidental modification, loss or release.	All Users
2. Implementation, maintenance and control of operation security is the responsibility of ITDS. The ITDS department is responsible for monitoring and recommending security, strategy, controls and associated operational security matters.	ITDS Operations Manager
3. All Users are responsible for familiarising themselves with this policy and related policies and procedures, as appropriate to their role at UTS College.	All Users
4. Security control requirements for assigning and authorising access to ITDS systems will be defined and implemented in line with business requirements. Procedures will be developed and implemented that minimise the risk, loss or misuse of ITDS systems by ensuring security responsibilities are incorporated and communicated during recruitment or termination of Staff or Affiliates, or when they have a change of responsibilities.	ITDS Operations Manager

COMPLIANCE	
5. All relevant legal, statutory, regulatory and contractual requirements must be explicitly defined, documented and kept up to date for each information system. All security policies and procedures will be reviewed for compliance on a regular basis.	ITDS Operations Manager
6. Procedures will be implemented to ensure that security events will be reported through appropriate management channels and responded to as quickly as possible.	ITDS Operations Manager
GOVERNANCE	
7. If Staff or Affiliate Users breach this policy, UTS College may take disciplinary action or legal action up to and including termination of employment or other contractual relationship. Staff and Affiliates are required to report any breaches of this policy to their manager or Human Resources as soon as possible.	Staff and Affiliates
8. UTS College reserves the right to notify the appropriate law enforcement authorities of any suspected unlawful activity and to cooperate in any investigation of such activity.	The Executive
9. Where Staff members breach this policy, UTS College considers their conduct to be outside the course and scope of employment. To the extent permitted by law, UTS College reserves the right not to defend or pay any damages awarded against Staff members who breach this policy.	All Staff

DEFINITIONS

Affiliates	Insearch Limited Board members, honorary appointees, contractors, labour hire personnel, volunteers, agency staff and any other person appointed or engaged by UTS College to perform work or functions for UTS College.
ITDS assets and information systems	All network services, computer equipment and software, owned, leased or used under license by UTS College; and • Computer facilities maintained by other bodies but available for use through an agreement or agreements with UTS College; and • ITDS systems specified and deployed by departments other than by ITDS, with or without explicit organisational approval.
Staff	People employed to work on an ongoing, fixed term, sessional or casual basis under the terms and conditions of an employment agreement (contract) issued by UTS College.
Users	Any person provided with access to UTS College ITDS assets and information systems, including Staff and Affiliates.
UTS College	Insearch Limited, its representative offices and its controlled entities.

SUPPORTING DOCUMENTS

Include the title of supporting documents such as legislation, associated policies, related procedures and other UTS College resources.

- Data Breach Response Procedure
- ITDS Access Policy
- ITDS Asset Management Policy
- ITDS Security Procedure

ADMIN USE ONLY

<table>
<tr><td colspan="3">APPROVAL</td></tr>
<tr><td colspan="3">Signature:</td></tr>
<tr><td>Position title:</td><td>Managing Director</td><td>Date: 09/05/2019</td></tr>
<tr><td>Policy Title</td><td colspan="2">ITDS Security Policy</td></tr>
<tr><td>Executive</td><td colspan="2">Chief Operating Officer</td></tr>
<tr><td>Manager</td><td colspan="2">Head of ITDS</td></tr>
<tr><td>Policy ID</td><td colspan="2">PO/ITDS/03/19</td></tr>
<tr><td>Effective Date</td><td colspan="2">9 May 2019</td></tr>
<tr><td>Approved by</td><td>Executive</td><td>Date: 9 May 2019</td></tr>
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