 جامعة الشارقة UNIVERSITY OF SHARJAH	Policy Main Title	Information Technology Center	Effective Date	30/05/2021
	Policy Subject	Assets Classification and Ownership	Last Review date	10/05/2024
	Policy Number	ITC-06	Next Review date	10/03/2028
	Responsible Entity	Director of ITC	Approved By	Vice Chancellor for Financial and Administrative Affairs

## Overview

The UoS are gathering, storing, processing, and recording all types of data and information. This information should be protected and secure. Classification of information in different aspect is an essential element to achieve top information security. Data are assigning to its category based on the importance and value of the data. This policy supports UoS to ensure the private information is managed and secure.

## Scope

This policy applies to all the information assets owned and managed by the University of Sharjah and covers information that is either stored or shared via any enterprise IT systems services. This policy covers all data or information held, in electronic format, by the University including documents, spreadsheets and electronic data.

## Purpose

This policy establishes risk-based University information management and classifications to facilitate institution-wide understanding of data-related risks and implementation of operation and security standards and controls as required by the ITC Information Security Policy.

## Abbreviations and Definitions

**UoS:** University of Sharjah.

**ITC:** Information Technology Center.

## Policy

- This policy applies to university electronic information in all formats in all locations, including in storage media, in e-communications and in the cloud.
- ITC is responsible for classification and data management for electronically stored information.


## Procedures

### ITC Responsibility

The Information Technology Center is responsible for:

1. Approving the Information Classification system, associated data management policies, and any subsequent changes to these
2. Publicizing the classification system and data management policies for electronically stored information.

Information Asset Owner and custodian are responsible for:

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1. Identifying the appropriate information classification level for any information within their care
2. Ensuring that the appropriate management policies about storage, publishing, disposal, etc. are followed. Where information is classified not for public consumption (i.e. Internal, Restricted or Confidential) this should be clearly articulated to those who have access to such information.
3. Ensuring that information is processed and managed in accordance with the ITC Governance and Security Policies.


All members of the University (including staff, students, contractors, agency workers, and associates) are responsible for

4. Handling information in accordance to their classification
5. Complying with this policy and with relevant legislation.

**There are 3 levels of classification:**

<b>Confidential</b>	Available only to specified and relevant members, with appropriate authorization. A breach of confidentiality could result in unacceptable damage with very serious and lasting consequences threatening the University's image and/or services. This includes both personnel data and research data.
<b>Internal</b>	Available to any authenticated member of the University. The information is intended only to the Faculty staff and students of UoS.
<b>Public</b>	Available to any member of the public without restriction.

1. It is possible that we could receive information that is classified by the Government or other institutions as Secret. Information classified as Secret will only be generated by the University rarely. It is reserved for information that could impact National Security. Such information will require addition management controls.
2. Like to like mapping of third party / govt. classifications schemas to be applied by information owner.
3. All information held by or on behalf of the University shall be categorized according to the Information Classification level
4. The Information Asset Owner will assess the value, sensitivity, and the risk of confidentiality breach to their data set. Once the classification has been established any documents containing this information must be systematically marked as such.  
Information Asset Owners will be identified by departments and recorded in the information Assets Register.
5. Any information which is not explicitly classified will be treated as confidential by default to avoid data leakage.  
In the case of disagreement over the classification level to be used, the more secure level should be adopted.

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6. Where a third party will be responsible for handling the information on behalf of the University, the third party shall be required by contract to adhere to this policy before the sharing of information.
7. All information must be secured to meet the requirements of their respective classification levels. Guidance on the type of security controls that should be implemented is available in the Information assets management procedure.
8. Where information is discovered to have been incorrectly classified, or not to have been managed in accordance with its Information Classification, it should be reported immediately to the IT service desk.

#### **Information Asset Ownership / Custodianship**

1. Sections heads shall take the primary responsibility and authority for all the components of information assets under their sections.
2. The information asset owner is responsible for its security and shall identify controls to provide appropriate protection to the asset.
3. ITC management is the owner of the data center and the IT infrastructure and is the custodian to information stored in its facilities.

#### **Reference**

<b>Standard</b>	<b>Control</b>
ISO 27001:2013	A. 2.6.1: A. 7.4.2.8: