 جامعة الشارقة UNIVERSITY OF SHARJAH	Policy Main Title	Information Technology Center	Effective Date	30/05/2021
	Policy Subject	Compliance and IPR	Last Review date	10/05/2024
	Policy Number	ITC-14	Next Review date	10/03/2028
	Responsible Entity	Director of ITC	Approved By	Vice Chancellor for Financial and Administrative Affairs

## Overview

The policy is intended to provide Faculty, staff, students and third party the requirements and compliance statements of IP Rights and Management processes to ensure protection of UoS information assets and processing facilities.

## Scope

This policy is applicable to the IT Management System at the University of Sharjah which includes:

- Laws applicable in UAE.
- Agreements with contractors and vendors.
- ISO certification requirements.
- Logical security requirements.
- Physical security.

## Purpose


The purpose of this policy is to detail the processes and requirements to be followed for implementing statutory and regulatory requirements for intellectual property rights.

## Abbreviations and Definitions

**IP Rights:** Intellectual Property Rights

## Policy


- The design, operation, management and use of University of Sharjah's information systems and processing facilities shall comply with all applicable legal, regulatory or contractual requirements.
- UoS shall cooperate with law enforcement agencies in their efforts to investigate any violation of UAE laws related to information security. If UoS suspects violation of any law, the university management may ask a law enforcement agency to investigate the matter as per the disciplinary process approved by the management.
- Following Federal Laws and Legislations are applicable to the UoS:
  - a. Federal Law No. 1 of Year 2006 on Electronic Commerce and Transactions.
  - b. Federal Law No. 2 Year 2006 on the Prevention of Information Technology Crimes.

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## Procedures

### Intellectual Property Rights

1. UoS shall recognize intellectual property rights associated with its information systems, and shall comply with:
  - a. Copyright requirements associated with proprietary material, software, and designs acquired by UoS.
  - b. Licensing requirements limiting the usage of products, software, designs and other material acquired by the university.
  - c. Product copyright restrictions and licensing requirements.
2. License management process shall be put in place to effectively track the use of software and ensure compliance with the enterprise and end user license agreements.
3. Purchase and use of third party software must be in accordance with third party licensing agreements.
4. Following restrictions shall be considered for such software:
  - a. Restrictions on the number of copies allowed, the number of machines the software can be installed on, or the number of permitted concurrent users of the software.
  - b. Restrictions on copying purchased software so that it can be used on a physical and virtual systems for which it is licensed.
5. The ITC must perform periodic reviews of software usage on UoS desktops, laptops and servers to ensure that it is in compliance with licensing agreements.
6. End users are NOT allowed to install software that is unlicensed and unauthorized by the ITC. This includes application software and basic utilities like screen savers, desktop tools etc. It also includes software sourced either by downloading from the internet, receiving as an email attachment or from removable media.
7. The IT software inventory must be capable of recording all significant details such as period of license, number, software name and version number.
8. The ITC shall undertake regular reviews (once a year at least) and reconcile software inventory records to the software actually installed on various systems.
9. The ITC shall ensure that any unlicensed software installed on UoS's systems shall be immediately uninstalled from the system and incident is recorded and documented.
10. UoS shall follow the practice mentioned below to comply with IP rights:
  - a. Purchasing hardware only from the authorized suppliers.
  - b. Purchasing and installing only licensed software from authorized suppliers.
  - c. Informing and educating the users that they will not install any unlicensed software.
  - d. Maintaining hardware and software asset registers (ref IT Asset Register).

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- e. Maintaining proof and evidence of ownership of licenses.
- f. Carrying out checks to verify only authorized software is installed.
- g. Implementing controls to ensure that the maximum number of users permitted is not exceeded.

## Reference

SI No	Standard Name	Control Ref
1	ISO 27001:2013	A.18.1.1: A.18.1.2