 جامعة الشارقة UNIVERSITY OF SHARJAH	Policy Main Title	Information Technology Center	Effective Date	30/05/2021
	Policy Subject	Privacy of Information	Last Review date	10/05/2024
	Policy Number	ITC-26	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 Management processes to ensure privacy and protection of University of Sharjah's information assets and processing facilities.

Scope

The scope of the policy includes private information of the University of Sharjah's faculty, employees, students and third party. The policy will apply to all personnel who have access to such information.

Purpose

The purpose of this policy is to provide users with information on Privacy Management processes to ensure protection of personally identifiable information (PII) and related information assets.

Abbreviations and Definitions


IP Rights: Intellectual Property Rights

HIPPA: Health Insurance Portability and Accountability Act

PII: Personally identifiable information

Policy

- All employees, contractors, vendors and consultants are required to sign a formal undertaking concerning the need to protect the confidentiality of information, both during and after contractual relations with the University of Sharjah.
- All classified Information regarding the University of Sharjah is to be kept confidential at all times.
- Information Security Team are to ensure that all employees are fully aware of their corporate duties and responsibilities concerning the inappropriate sharing and releasing of information, both internally and to external parties. This shall be done through induction programs and ongoing security awareness.
- UoS shall ensure the following to safeguard the privacy of the employees:
 - a. The IT security clauses are incorporated in the employment contracts as well as NDAs signed.
 - b. Awareness sessions shall be conducted at least once a year on the importance of the privacy.
 - c. In the event of any private information and personal data leakage, UoS shall set accountability for the same in line with the HR Disciplinary Action.

 جامعة الشارقة UNIVERSITY OF SHARJAH	Policy Main Title	Information Technology Center	Effective Date	30/05/2021
	Policy Subject	Privacy of Information	Last Review date	10/05/2024
	Policy Number	ITC-26	Next Review date	10/03/2028
	Responsible Entity	Director of ITC	Approved By	Vice Chancellor for Financial and Administrative Affairs

Procedures

Employee Personal Information

1. All digital personal information of faculty, employees, students, outsourced employees and third parties held by UoS (such as salary details, medical information, personal and family information, passport and visa details etc.) shall be protected from unauthorized access, modification and disclosure.
2. Personal information of faculty, employees, students and third party like contact numbers, addresses, email addresses and other information stored by any department shall not be shared with the external parties. This shall only be shared, if required, after the consent from the information owner.
3. Medical records and background verification checks conducted at the time of the employee joining shall be stored securely. This shall be maintained as confidential information and shall not be shared unless there is a specific requirement from the government and approved by the UoS management.

Medical Patients Information

1. **Treatment:** UoS may need to send Patient medical record information to a specialist/physician as part of referral for continuity of care.
2. **Payment:** UoS will use your health information and other identifying information for billing or other health insurances.
3. **Operations or administrative purposes:** UoS may use patient information when processing your medical records for completeness and to compare patient data to improve our treatment methods.
4. Faculty, staff and students are prohibited from taking personal photos, video or audio recordings in patient care areas to avoid inadvertently capturing patients or patient information.

Protection of students Information

The students' personal information shall be treated as confidential in nature and appropriate security controls shall be implemented to safeguard information.

Privacy Clause

The Privacy of Information and use of the same by means of Electronic means needs to be enforced under the Federal Legal Decree No. 5 for 2012 on combating cybercrimes.

Reference

SI No	Standard Name	Control Ref
1	ISO 27001:2013	A. 13.2.4, A. 18.1.4, A.7.2.2, A.18.2.1, A.18.2.2, A.18.2.3, A.9.1.1, A.15.1, A.16.1
2	HIPPA	45 CFR 160