

# Information Handling Policy

---

## 1. Introduction

- 1.1. This policy sets out De Information Handling. It sets out the need to define classes of information handled by the organisation and the requirements for the storage, transmission, processing and disposal of each. Requirements may include confidentiality (in handling, storage and transmission), integrity (e.g. validation processes) and availability (e.g. backups). This policy should be familiar to all staff dealing with information.
- 1.2. This information handling policy provides management direction and support for information handling across the university. This policy has been ratified by the Executive Board of the university and forms part of its policies and procedures. It is applicable to, and will be communicated to, staff, students and other relevant parties. This document includes:
  - 1.2.1. The purpose, scope, definitions of the Information Handling policy.
  - 1.2.2. Responsibility for information Handling Policy documentation.
  - 1.2.3. Responsibilities for implementing information handling policies.
  - 1.2.4. References to related documents.

## 2. Purpose of University Information Handling Policy Documentation

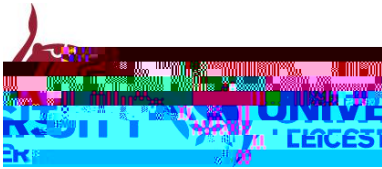
University policy documentation should perform these functions:

- 2.1. Present a comprehensive and coherent approach to information security at a strategic level.
- 2.2. Reflect the intentions of the University by defining expected standards.
- 2.3. Facilitate on-going development, scrutiny and revision of policies at strategic and tactical levels.
- 2.4. Provide guidance or direction to users, administrators and developers of University information systems.

## 3. Scope

The policies in this documentation set apply to all information:





8.2. Personal, Sensitive or Confidential data or information, may only be transferred across networks, or copied to other media, once it has been encrypted and password protected. Transfer should only occur when the confidentiality and integrity of the data can be reasonably

