Monash University Policy

Policy Title	Electronic Information Security Policy
Date Effective	12-September-2012
Review Date	12-September-2015
Policy Owner	Chief Information Officer
Category	Operational
Version Number	1.1
Content Enquiries	IT Service Desk - http://monash.edu/esolutions/contact/
Scope	All campuses in Australia Monash South Africa Monash College Pty Ltd All staff All students
Purpose	The University recognises its responsibility to ensure the security of the electronic information that is used in its activities, including research, education, international and administrative information.

POLICY STATEMENT

University information stored electronically is to be managed according to its risk of disclosure, loss or damage and to ensure an appropriate level of security, recoverability and availability is implemented. This Policy provides for the:

- allocation of responsibility for various aspects of electronic information management,
- classification of information against a defined risk profile, and
- the management of electronic information against defined standards for data protection covering access, use, storage transmission and disposal.

University electronic information must be classified into the following information classification levels - Critical, Protected, Restricted and Public.

Information Owners are responsible for classifying information in their areas and for promulgating standard access, use, storage, transmission and disposal methods as described in the Electronic Information Security: Responsibilities, Classifications and Standards Procedures.

Information Custodians and Information Users must access and use the information in accordance with this policy, its supporting procedures and the classifications defined by the Information Owner.

Information classified as Critical must be stored and secured on infrastructure under the management control of the eSolutions Division.

Supporting Procedures	Electronic Information Security: Callista Access Procedures Electronic Information Security: Responsibilities, Classifications and Standards Procedures

	Electronic Information Security: Payment Card Industry Data Security Standard (PCI DSS) Procedures (Australia Only)
Responsibility for implementation	Information Owners Deputy Vice-Chancellors Vice Presidents Pro Vice-Chancellors and President, Monash South Africa Deans of Faculties
Status	Revised
Approval Body	**Name**: Vice-President (Administration) **Meeting**: n/a **Date**: 12-September-2012 **Agenda item**: n/a
Endorsement Body	**Name**: Chief Information Officer **Meeting**: n/a **Date**: 21-August-2012 **Agenda item**: n/a **Name**: Director, Research and Revenue Accounting Services **Meeting**: n/a **Date**: 05-September-2012 **Agenda item**: n/a **Name**: Executive Director, Student Services Division (specifically in relation to approval of the Electronic Information Security: Callista Access Procedures) **Meeting**: n/a **Date**: 10-September-2012 **Agenda item**: n/a
Definitions	**Information Owner**: An individual with the responsibility for coordinating the implementation of this policy and its procedures for a functional area. The Information Owners for administrative, research and education information are listed in the Information Classification Registers. **Information Custodian**: An authorised individual who collects, stores or transmits electronic information pertaining to the university's activities of research, education and administration.
Legislation Mandating Compliance	**Australia:** Privacy and Data Protection Act 2014 No.60 (VIC) Health Records Act 2001 (Vic) - note Health Privacy Principles within Act (Section 19 and Schedule 1) Protected Disclosure Act 2012 No. 85 (VIC) Higher Education Support Act 2003 (Commonwealth) - note Part 5-4 Management of Information, and specifically section 179-10 Use of Personal Information Education Services for Overseas Students Act 2000 (Commonwealth) -

	specifically The National Code 2007, Standard 3.1(d) Public Records Act 1973 (Vic) Epidemiological Studies (Confidentiality) Act 1981 (Commonwealth) - where relevant to a research project **South Africa:** South African Electronic Communications and Transactions Act 2002 (Act No 25 of 2002) - protects personal information that has been obtained via an electronic medium. South African Protected Disclosures Act 2000 (Act No 26 of 2000)
Related Policies	Electronic Information Security Policy Recordkeeping: Retention and Disposal of University Records Policy Conduct and Compliance Procedure - Privacy Privacy of Student Records Policy
Related Documents	Monash Privacy Compliance Framework