

Accountability Executive Committee			Title		
Document No. POL-CORPGOV-06	Version No. 2	Effective date 8/10/2010	Confidentiality and Security Policy		
Approved by					
Controlled Document					
Pro Vice-Chancellor Singapore		Campus Director	Director of Finance and Administration	Director of Academic Services	Director of Marketing and Admissions
Related Documents NA					

CATEGORY: CORPORATE GOVERNANCE

1. PURPOSE

The purpose of this policy is to provide appropriate access to resources and applications without compromising confidentiality and security of corporate and student information.

2. OBJECTIVES

The main objectives of this policy are:

- 2.1 To ensure access to resources and applications are only given to those who require them.
- 2.2 To ensure access to resources and applications will be removed when no longer required.
- 2.3 To ensure procedures are in place to ensure access is provided in an appropriate manner and a proper channel exists for additional access requests and approvals.

3. APPLICATION

All administrative staff, full-time and part-time lecturers, visiting staff and students

4. EXCEPTIONS

- 4.1 Local Information Technology Department staff, Navitas Enterprise Information Technology Administrators (require access to all applications and resources to maintain the systems).
- 4.2 Curtin University for Student One, OASIS, E-academic (maintained by Curtin University)
- 4.3 Navitas English for eBecas (maintained by Navitas English)
- 4.4 Curtin College for Moodle and Student Portal

5. POLICY STATEMENT

- 5.1 Corporate and other information maintained by Curtin Singapore is an important aspect of the corporate identity of Curtin Singapore and is part of its strategic assets. This information needs to be protected from misuse and theft.
- 5.2 Security of information in regard to corporate applications and student information is of great importance to Curtin Singapore.
- 5.3 Curtin Singapore information must at all times be protected in a secure manner.
- 5.4 Curtin Singapore shall implement a Confidentiality and Security Policy to ensure resources and applications are accessible only to personal who require them at an appropriate level without compromising the confidentiality and security of the information.