

CONFIDENTIALITY AND SECURITY POLICY

1. PURPOSE

To provide a framework and guidelines to effectively manage and secure Curtin Singapore information in a manner appropriate with its sensitivity and importance.

2. OBJECTIVE

To ensure members of the Curtin Singapore community are provided with the required level of access to Curtin Singapore information in order to effectively carry out their activities without compromising the confidentiality and security of the information.

3. APPLICATION

This policy applies to the Curtin Singapore community, including administrative staff, academic staff, visiting staff and students and all persons participating in Curtin Singapore business or activities that includes access to or use of Curtin Singapore information.

4. EXCEPTIONS

Nil.

5. POLICY STATEMENTS

- 5.1 Curtin Singapore is committed to ensuring the confidentiality and security of all data and information kept, including electronic data, course assessment materials and results.
- 5.2 Curtin Singapore will comply with Singapore Government legislative and regulatory requirements, relevant international standards and requirements of Curtin University and Navitas Ltd relating to data security and confidentiality.
- 5.3 Curtin Singapore will have systems and processes in place so that members of the Curtin Singapore community can access and share Curtin Singapore information in order to effectively carry out their activities without compromising the confidentiality and security of the information.
- 5.4 Curtin Singapore information may be restricted to specific staff positions or organisational units according to business, legislative and regulatory requirements.

6. RESPONSIBILITY

- 6.1 The Head, Quality Assurance and Compliance is responsible for implementation, monitoring of the policy and associated procedures and for continuous improvement of the related systems and processes.
- 6.2 Curtin Singapore Examination Board is responsible for the security of examination scripts and answer scripts as detailed in the Private Education Regulations 2009 Section 16 (3).
- 6.3 All members of the Curtin Singapore Community are responsible for compliance with the relevant data security and confidentiality requirements associated with their role.

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REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee/ Board/ Executive Manager	Approval/ Resolution Number	Key Changes and Notes
1	Approved	01/12/2008	Executive Committee	-	-
2	Amended	08/10/2010	Executive Committee	-	Change of logo
2	Rescinded	05/12/2018	Executive Committee	EXCO 16/18(ii)	Attachment B to Item 7.1 effective 05/12/2018
3	Approved	05/12/2018	Executive Committee	EXCO 16/18(i)	Attachment A to Item 7.1 effective 05/12/2018