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Kufuzu School of Accounting & Sciences (Pty) Ltd

Information Technology (I.T.) Policy

1.0 Purpose

The use of computer systems and the exchange of information electronically have increased rapidly in the area of education. Within the Kufuzu School of Accounting and Sciences there is a growing reliance on computer systems to aid treatment, expand communications, and improve management and control. This growing dependence comes at a time when the number of threats and actual attacks on these computer systems is constantly increasing.

Information is one of our most important assets and each one of us has a responsibility to ensure the security of this information. Accurate, timely, relevant and properly protected information is essential to the successful operation of the Kufuzu School of Accounting and Sciences in the provision of services to our students and learners.

The purpose of this Information Technology (I.T.) Security Policy and its supporting policies, standards and guidelines is to define the security controls necessary to safeguard Kufuzu School of Accounting and Sciences information systems and ensure the security, confidentiality, availability and integrity of the information held therein.

This policy is mandatory and by accessing any information or Information Technology (IT) resources which are owned or leased by the Kufuzu School of Accounting and Sciences, users are agreeing to abide by the terms of this policy.

2.0 Scope

This policy is authorised by Kufuzu School of Accounting and Sciences Senior Management Team and represents the Kufuzu School of Accounting and Sciences's national position. The policy takes precedence over all other relevant policies which may have been developed at a local level.

This policy applies to all Kufuzu School of Accounting and Sciences staff, students, contractors, sub-contractors, agency staff and authorized third party commercial service providers that use the organizations I.T. resources and/or process information on behalf of the Kufuzu School of Accounting and Sciences.

3.0 Policy

It is the policy of the Kufuzu School of Accounting and Sciences to: -

Implement human, organisational, and technological security controls which include physical security and access controls to preserve the confidentiality, availability and integrity of its information systems and the information held therein;

Develop and maintain appropriate procedures and guidelines to effect a high standard of information technology security, reflecting industry best practice. The guidelines and procedures includes procedures to be followed in granting users access controls, monitoring the records

and logs of all activity on the Kufuzu School of Accounting and Sciences network and use of its information technology resources;

Comprehensively assess and manage risks to Kufuzu School of Accounting and Sciences information systems and the information held therein;

Continuously review and improve Kufuzu School of Accounting and Sciences information technology security controls, and rapidly determine the cause of any breach of security and minimize damage to information systems should any such incident occur;

Comply with all laws and regulations governing information technology security;

Establish information technology security education and awareness initiatives within the Kufuzu School of Accounting and Sciences.

4.0 Policy Distribution & Awareness

This policy and its supporting policies, standards and guidelines will be published on the Kufuzu School of Accounting and Sciences website. Hard copies of the policy and its supporting policies, standards and guidelines will be available on request from the local ICT departments.

The ICT Directorate may make periodic policy announcements by email.

Kufuzu School of Accounting and Sciences managers will ensure that all existing and new staff, students' contractors, subcontractors, agency staff and third party commercial service providers who report to them are made aware of and have access to the policy and its supporting policies, standards and guidelines.

5.0 Review & Update

This policy will be reviewed and updated annually or more frequently if necessary, to ensure that any changes to the Kufuzu School of Accounting and Sciences's organisation structure and business practices are properly reflected in the policy.

Updates to the policy and the supporting policies, standards and guidelines will be made periodically and will be posted on the Kufuzu School of Accounting and Sciences website and/or announced by email broadcast.

The most up to date version of this policy is published on the Kufuzu School of Accounting and Sciences website.

6.0 Breaches of Security

For security and technical reasons the Kufuzu School of Accounting and Sciences reserves the right to monitor record and log all use of its information technology resources and activity on the Kufuzu School of Accounting and Sciences network.

Any individual suspecting that there has been, or is likely to be a breach of data security must inform their line manager, the Student Affairs section and their local ICT department immediately. The ICT department and Student Affairs will advise the individual and their line manager on what action should be taken.

The Kufuzu School of Accounting and Sciences reserves the right to take disciplinary action including suspension and dismissal as it deems appropriate against individuals who breach the conditions of this policy. Kufuzu School of Accounting and Sciences staff, students, contractors, sub-contractors or agency staff who breach this policy maybe subject to disciplinary action, including suspension and dismissal as provided for in the Kufuzu School of Accounting and Sciences disciplinary procedures.

Approval date: 30 November 2019

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Masibulele Phesa CA(SA)-CEO