Draft Information security policy

**1. Introduction**

This policy is intended to provide comprehensive guidance and protection for information security at small universities. In today's digital age, information security is essential to maintaining the proper functioning of the university. This policy will cover information assets such as student and faculty databases, learning management systems, accounting and payroll systems.

**2. policy objectives**

1.access, use, disclosure, modification or destruction.

2. Ensure the integrity and availability of information.

3. Maintain the reputation of the University and improve its social image.

**3. security policy**

1. Access control: Strict authentication and authorization mechanisms are implemented to ensure that only authorized personnel can access sensitive data.

2. Data encryption: Encrypt and store sensitive data to ensure the security of data during transmission.

3. Periodic audit: Periodically check the security of the system to ensure that there are no security loopholes.

4. Security training: Conduct information security training for staff and students to improve their security awareness.

**4. Responsibilities and Obligations**

1. All staff and students who use the University's information systems are obligated to comply with this policy.

2. The IT department shall be responsible for monitoring and implementing this policy to ensure information security compliance.

3. Those who violate information security regulations will be held accountable according to law.

**5. Monitoring and Response**

1. Establish a security incident response mechanism to deal with any potential security threats in a timely manner.

2. Record and report security incidents, analyze causes, and take preventive measures.

3. Keep in touch with external security agencies to obtain the latest security information in a timely manner.

**6. Policy evaluation and improvement**

1. Periodically evaluate the effectiveness of this policy and revise it as necessary.

2. Encourage staff and students to put forward suggestions for improvement and constantly improve the information security system.

This draft policy is for reference only, and the specific content should be adjusted and improved according to the actual situation of the university.