

# ITP 116

## IT SYSTEM ACQUISITION POLICY

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## 1. POLICY INTRODUCTION

The intent of this policy is to establish a method that will be used to evaluate third party services which host National Ambulance Information and third party products which are procured to process NA information, for information security risks. The purpose of this policy is to establish adequate security controls for the acquisition and deployment of National Ambulance information systems.

## 2. SCOPE

The scope of this policy is applicable to all Information Technology (IT) resources owned or operated by National Ambulance. Any information, not specifically identified as the property of other parties, that is transmitted or stored on National Ambulance IT resources (including email, messages and files) is the property of National Ambulance. All users (NA employees, contractors, vendors or others) of IT resources are responsible for adhering to this policy.

## 3. ROLES AND RESPONSIBILITIES

ROLE	FUNCTIONAL RESPONSIBILITIES
Responsible Executives	<ul style="list-style-type: none"><li>• Approve and formally support this policy</li></ul>
NA IT Department	<ul style="list-style-type: none"><li>• IT Department oversees the overall Systems Acquisition Management responsibilities.</li><li>• The ITD coordinates the development and implementation of the systems acquisition management with Supporting Organizations, System managers, and administrators of NA information systems to ensure systems acquisition.</li></ul>
Supporting Organisations	<ul style="list-style-type: none"><li>• Supporting organizations are responsible for management of systems acquisition management processes and implementation of security controls. Also ensure that systems acquisition is in alignment with guidance from National Ambulance. Personnel shall provide NA Staff with support and guidance in systems acquisition.</li></ul>

## 4. POLICY STATEMENT

### SYSTEMS ACQUISITION POLICY

The detailed policy of Systems Acquisition in National Ambulance:

- All National Ambulance identified systems and services for procurement should be reviewed against best practices and standards for the technology type or service being acquired.
- All National Ambulance Capital planning activities, which include the acquisition of systems, should include an assessment capable of identifying potential cyber security risks.
- All National Ambulance project/program lifecycle methodologies should be cross referenced with security lifecycle activities as described by IT Department.
- All National Ambulance businesses procuring technology for use in any National Ambulance computing environment should be provided documentation which states the security configurations of the technology, maintenance processes/procedures required for normal operation and release of known vulnerabilities associated with the technology being acquired.
- All National Ambulance use of procured products and services must be done in compliance with applicable vendor copyright laws, use restrictions and any other elements which may violate rules or laws under which products or services are protected.
- All vendors supplying products and/or services are required to keep confidential any security related information provided to them in regards to National Ambulance security posture, including information about National Ambulance enterprise architecture, National Ambulance security processes and procedures, National Ambulance security policies, and any other information deemed by National Ambulance that could potentially have an impact on National Ambulance security posture. Vendors should sign a confidentiality statement for any engagement that requires the use of non-National Ambulance employees or staff in order to ensure that no sensitive National Ambulance information is released to unauthorized parties
- All System acquisition must align with the National Ambulance Procurement Policy (PUP103)

## 5. RELEVANT LEGISLATION

National Ambulance Privacy

International, federal or local legislation and circulars relevant to this Policy. Full detail on this legislation can be found in QHP109 Legal Register.

Code, Name of Legislation	Jurisdiction
Code, Name of Legislation, Year here	Jurisdiction here

## 6. RELATED POLICIES AND FORMS

List related policies and procedures to the created/updated policy.

Policy & Procedure /Form
PUP103 Procurement Policy

## 7. FEEDBACK

Any feedback or suggestions for improvement to this Policy, Processes or Procedures can be submitted to [qhse@nationalambulance.ae](mailto:qhse@nationalambulance.ae)

## 8. DOCUMENT CONTROL AND OWNERSHIP

A review and update of this document will take place as necessary, when changes occur that identify the need to revise this Policy such as changes in roles and responsibilities, release of new legislative or technical guidance, or identification of a new policy area.

This document ownership for editing is identified as:

- IT Manager

This controlled document is managed / overseen by [Procurement and Tendering Committee and/or Audit and Risk Management Committee and/or HR and Compensation Committee].

### Change Brief

Version No.	Date	Change
1	April 2017	<i>New Document</i>
2	December 2019	A reference to the Procurement Policy PUP102 added section of ITP116 and been updated to the new template with roles and responsibilities

CEO Approval

