# Purpose

The purpose of this policy is to ensure compliance with legal, statutory, regulatory, contractual obligations related to information systems.

# Scope

This policy is applicable to all users of the Electronics Department.

# Definitions

In this document, information security related terms have been marked in *underlined* *italics*. For their definitions, refer to the standard *EE-ISMS-S001 Terms and Definitions*.

# Policy Statement

* 1. All relevant statutory, regulatory, and contractual requirements related to *information assets* must be identified. Approaches to address these requirements must be defined, and documented.
  2. Contractual requirements must be clearly defined for terms and conditions.
  3. When questions arise, advice on legal requirements must be sought from NSCL’s and MSU’s legal advisers.
  4. Security requirements must be clearly defined in third party contracts.
  5. Vendors, contractors, and service providers must sign non-disclosure or confidentiality agreements with the Electronics Department when requested.
  6. Important records must be protected from loss, destruction, and falsification in accordance with statutory, regulatory, and contractual requirements.
  7. Users must not use *information processing facilities* for non-departmental work without the approval of the department head.

# Exceptions

# References

* 1. *M01 NSCL Electronics Department ISMS Manual*, NSCL Document Server, Electronics Folder
  2. *P0501 Information Security Policy,* NSCL Document Server, Electronics Folder

# Revision History

|  |  |  |
| --- | --- | --- |
| Revision  Level | Date | Revision Changes |
|  |  |  |

# Reviews

|  |  |
| --- | --- |
| Reviewer | Review Date |
| Information Security Working Group |  |

**Approved**

**Department Head:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**