

INTERNATIONAL ISLAMIC UNIVERSITY
MALAYSIA



Electronic Data Management Policy

IIUM ICT POLICY DOCUMENT

PREPARED FOR:

International Islamic University Malaysia

PREPARED BY:

Information Technology Division

Electronic Data Management Policy

Document Change Log

| Release Version | Date | Pages Affected | Remarks/Change Reference |
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Responsibility and Activity Log

| Requestor | Description | Submission Date | Approval Date |
|------------------|-----------------|-----------------|---------------|
| Masita A. Rahman | Newly developed | 08/08/2014 | |
| Azhar Mahmood | Change of roles | 03/11/2014 | |
| | | | |



Electronic Data Management Policy

1. OBJECTIVE

This policy shall serve as a reference for the management of IIUM data which includes the responsibilities of those involved in electronic data management activities in the University, and how electronic data shall be treated and managed.

2. TERMS AND DEFINITIONS

| Term | Definition |
|--|---|
| IIUM | The International Islamic University Malaysia, otherwise known as the "University". |
| ITD | Information Technology Division |
| CIO | Chief Information Officer |
| Data Management Working Committee | A working committee that is responsible for the University data governance. |
| Data Owner | Centre of Studies or Administrative Offices that owns and manage the assigned institutional data. Data Owner is also responsible for processes that relate to the data. |
| Database Administrator | One or more IT personnel assigned to manage University centralized databases. |
| Data Administrator | One or more IT personnel assigned by ITD to manage data and application systems of the data owners. |
| Data Users | University individuals who need and use University data as part of their assigned duties or in fulfillment of their roles in the University community. |
| Data | Pieces of information on the University which resides in the University Data Centre and other authorized electronic data repositories of the University. |
| Data Element | Any unit of data defined for processing for example, staff number, name, and address and student matric number. |
| Data Centre | Centrally managed facility that houses and maintains back-end IT systems, data stores, servers and databases. |
| Data Repository | A set-up within the overall IT structure which keeps various kinds of University electronic data. |

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3. POLICY STATEMENTS

3.1. Data Management Working Committee

- 3.1.1 The Data Management Working Committee shall be chaired by the Chief Information Officer.
- 3.1.2 The Data Management Working Committee shall comprise of data owners, data users, database administrator, data administrators and other assigned University officers relevant to serve the function of the committee.
- 3.1.3 The secretariat of the Data Management Working Committee shall be an assigned officer(s) from the Office of Corporate Strategy.
- 3.1.4 There shall be a Data Management Working Committee which perform the following functions:
 - i. Review, formulate and oversee University data management policy, procedure and standards
 - ii. Review, formulate and oversee University data quality management process
 - iii. Handle University data sensitivity matters which include validity, confidentiality and security
 - iv. Manage user awareness and training on data management

3.2 Data Owners

Data Owners shall perform the following roles and responsibilities:

- 3.2.1 Responsible for the data quality, confidentiality, integrity and availability of data.
- 3.2.2 Promote and enhance the value of data for University-wide purposes and facilitate data sharing and integration
- 3.2.3 Determine the access levels of the data owned
- 3.2.4 Determine and authorize the access rights and privileges of the data owned.

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- 3.2.5 Manage the operational matters of the assigned University data.
- 3.2.6 Responsible to ensure that application systems developed shall use data according to the IIUM Standard Data Dictionary.
- 3.2.7 Responsible for data analysis of the assigned University data.
- 3.2.8 Provide management information to support University decision-making.
- 3.2.9 Fulfill external reporting requirements related to the assigned University data.
- 3.2.10 Resolve queries on the assigned University data.

3.3 Database Administrators

Database administrators shall perform the following roles and responsibilities:

- 3.3.1 Manage University centralized databases towards data security, confidentiality, integrity and availability.
- 3.3.2 Maintain and manage the IIUM Standard Data Dictionary
- 3.3.3 Develop and implement IIUM Standard Data Dictionary policy, procedures and guidelines
- 3.3.4 Develop and implement data retention and archiving policies, procedures and guidelines.

3.4 Data Administrators

Data Administrators shall perform the following roles and responsibilities:

- 3.4.1 Manage the repositories where the assigned University data are stored.
- 3.4.2 Manage the applications and reporting systems that relate to the assigned University data.
- 3.4.3 Enhance his/her knowledge on the business of the data which he/she is managing.

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3.5 Data Users

Data Users shall perform the following roles and responsibilities which includes:

- 3.5.1 Access and use data only in the conduct of University business.
- 3.5.2 Respect the confidentiality and privacy of individuals whose records they may access.
- 3.5.3 Comply with the ethical, commercial, legal, security and other restrictions determined by the University that relates to the data in which they have access to.

3.6 Data

- 3.6.1 Every data source and dataset shall have a designated Data Owner.
- 3.6.2 Data shall be stored in an official University data repository.
- 3.6.3 Data shall be defined consistently across the University.
- 3.6.4 Data element names, formats and codes shall be consistent across all repositories and information systems that use the data; and shall be consistent with the University Standard Data Dictionary. In the absence of standard in the University Data Dictionary, the MAMPU Data Dictionary Sektor Awam shall be referred to.
- 3.6.5 Every data element shall be created by one data owner only and there shall be no subsequent creation of the same data element.
- 3.6.6 The structure of data shall be controlled to ensure minimal implications on business and systems.
- 3.6.7 Data shall be recorded in an auditable and traceable manner and comply with any agreed change control process.
- 3.6.8 Data shall be properly backed-up and restored according to the University data back-up and restore procedure.
- 3.6.9 A data element shall be considered as University data if it is relevant to planning, managing, operating or auditing a major administrative function of the University.

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3.6.10 University data shall be subjected to data audit by the relevant University authority.

4. IMPLEMENTATION AND NON-COMPLIANCE

4.1 The CIO holds the responsibility for the implementation of this policy and shall take necessary actions in the event of violation of this policy.

4.2 Alleged or suspected violations of the "Electronic Data Management Policy" should be reported to the CIO. Non-compliance to this policy is subject to appropriate disciplinary action by the University authority.

5. APPLICATION OF THE POLICY

5.1 This policy shall apply to all staff.

6. MAINTENANCE AND MONITORING OF POLICY

6.1 The Data Management Working Committee is responsible for the formulation and maintenance of this Policy.

7. RELATED POLICIES/STANDARDS/PROCEDURES/GUIDELINES

This policy shall be read together with the following documents:

7.1 IIUM ICT Regulations 2012

7.2 IIUM ICT Security Policy

7.3 IIUM Records Management Policy

7.4 Procedure on Data Backup

7.5 MAMPU Data Dictionary Sektor Awam (DDSA).

7.6 Personal Data Protection Act 2010(PDPA).

7.7 IIUM Standard Data Dictionary.