

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Information Technology Procedures Manual	Related Policy	IT-03
		Effective Date	01-Sep-2014
	Subject Academic and Administrative Systems – Data Classification	Most Recent Review Date	01-Dec-2013
		Due Date for Next Review	01-Sep-2016
	Responsible Office: Chief Information Officer	Pages of these Procedures	1 of 1

Procedures of Policy No. (3) - Academic and Administrative Systems - Data Classification

1. It is the responsibility of each data custodian to define the data classification for his/her business area. Users who have access to any UAEU academic or administrative systems must verify the data classification of the data they access with the data custodian before sharing such data internally or externally.
2. The designated data custodians for any academic and administrative systems are responsible for reviewing data within their domain and labeling such data based on the categories described above.
3. The data custodians are responsible for applying all necessary controls to ensure adequate protection of UAEU data within their assigned responsibilities.
4. The Chief Information Officer (CIO) is responsible for enforcing this policy.
5. The academic or administrative systems officer is responsible for coordinating and working with UAEU data custodians to assist in applying controls to data, based on definitions and labels provided by the data custodians.
6. The systems' end-users are responsible for usage of data following the definitions and classifications provided by the data custodians.