Information Security Policy

Reference: ISMS DOC 5.2

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The Head of Language Technologies Unit and management of Uned Technolegau Iaith, Prifysgol Bangor, located at Canolfan Bedwyr, Neuadd Dyfrdwy, Management Centre, College Road, Bangor, , UK, LL57 2DG which Education sector in the business of Research and Development are committed to preserving the confidentiality, integrity and availability of all the physical and electronic information assets, including personally identifiable information (PII), throughout the organisation in order to preserve its competitive edge, cash-flow, profitability, legal, regulatory and contractual compliance and commercial image. Information, privacy and information security requirements will continue to be aligned with Uned Technolegau Iaith, Prifysgol Bangor's goals, and the information security management system (ISMS) is intended to be an enabling mechanism for information sharing, for electronic operations, For Research and Development in Language Technologies specialising in less-resourced languages and for reducing information- and privacy-related risks to acceptable levels.

After considering the organisation and its context, the interested parties and their needs and expectations, the scope of the information security management system is suggested as:

The Management of Information security in the provision of software, resources, web based applications,api services and mobile applications for Education and Language Technology Markets including Research,training, support and third party hosting services. In accordance with SOA v1.

The scope of the ISMS includes the management of information security relating to the provision of software, IT systems and services (language technologies) to meet client requirements using internal resources and third-party services.

This includes:

- All Physical and Information assets owned by Uned Technolegau Iaith, Prifysgol Bangor.
- Services, training, and support provided to Clients.
- Data provided by Clients.
- Products and services
- All Staff.
- Provider of the hosting environment (for commercial product) utilised by Uned Technolegau Iaith, Prifysgol Bangor.

The premises within scope it's the building at Canolfan Bedwyr, Neuadd Dyfrdwy, Management Centre, College Road, Bangor, Gwynedd, LL57 2DG, UK. This policy applies to all members of staff who work within

Uned Technolegau Iaith, Prifysgol Bangor. "Member of staff" includes any person who is engaged by the Uned Technolegau Iaith, Prifysgol Bangor as an employee or worker and/or who holds a Uned Technolegau Iaith, Prifysgol Bangor office or post, as well as any person to whom the Uned Technolegau Iaith, Prifysgol Bangor makes available any of the privileges or facilities normally afforded to its employees. Where research students are working for the Uned Technolegau Iaith, Prifysgol Bangor in a research or related capacity, this policy will apply to them in that capacity as if they were employees of the University.

Uned Technolegau Iaith, Prifysgol Bangor is committed to ensuring compliance with all applicable legislative, regulatory and contractual requirements, including all applicable PII protection legislation.

Uned Technolegau Iaith, Prifysgol Bangor's current strategic business plan and risk management framework provide the context for identifying, assessing, evaluating and controlling information- and privacy-related risks through the establishment and maintenance of an ISMS. The Risk Assessment, Statement of Applicability and Risk Treatment Plan identify how information- and privacy-related risks are controlled. The Technology and Systems Advocate is responsible for the management and maintenance of the risk treatment plan. Additional risk assessments may, where necessary, be carried out to determine appropriate controls for specific risks.

In particular, business continuity and contingency plans, data backup procedures, avoidance of viruses and criminal hackers, access control to systems, and information security and privacy incident reporting are fundamental to this policy. Control objectives for each of these areas are contained in the Information Security Manual and are supported by specific documented policies and procedures.

Uned Technolegau Iaith, Prifysgol Bangor aims to achieve specific, defined information security and privacy objectives, which are developed in accordance with the business objectives, the context of the organisation, the results of risk assessments and the risk treatment plan.

All Employees/Staff of Uned Technolegau Iaith, Prifysgol Bangor and certain external parties identified in the ISMS are expected to comply with this policy and with the ISMS that implements this policy. All Employees/Staff, and certain external parties, will receive /be required to provide appropriate training. The consequences of breaching the information security and privacy policies are set out in Uned Technolegau Iaith, Prifysgol Bangor's disciplinary policy and in contracts and agreements with third parties.

The ISMS is subject to continuous, systematic review and improvement.

Uned Technolegau Iaith, Prifysgol Bangor has established a top level management steering group /

Information Security Committee , chaired by the Head of Language Technologies unit and including the Technology and Systems Advocate and other executives/specialists/risk specialists to support the ISMS framework and to periodically review the security policy.

Uned Technolegau Iaith, Prifysgol Bangor is committed to achieving certification of its ISMS to ISO 27001:2013.

This policy will be reviewed to respond to any changes in the risk assessment or risk treatment plan and at least annually.

In this policy, 'information security' is defined as:

Preserving

This means that management, all full- or part-time Employees/Staff, sub-contractors, project consultants and any external parties have, and will be made aware of, responsibilities (which are defined in their job descriptions or contracts) to preserve information security and privacy, to report security and privacy breaches (in line with the policy and procedures identified in section 16 of the Information Security Manual) and to act in accordance with the requirements of the ISMS. All Employees/Staff will receive information security and privacy awareness training, and more specialised Employees/Staff will receive appropriately specialised information and privacy security training.

the confidentiality,

This involves ensuring that information is only accessible to those authorised to access it and therefore preventing both deliberate and accidental unauthorised access to Uned Technolegau Iaith, Prifysgol Bangor's information and proprietary knowledge and its systems including its network(s), website(s), extranet(s), and e-commerce systems.

integrity

This involves safeguarding the accuracy and completeness of information and processing methods, and therefore requires preventing deliberate or accidental, partial or complete, destruction or unauthorised modification, of either physical assets or electronic data. There must be appropriate contingency including for network(s), e-commerce system(s), website(s), extranet(s) and data backup plans along with security and privacy incident reporting. Uned Technolegau Iaith, Prifysgol Bangor must comply with all relevant data- and privacy-related legislation in those jurisdictions within which it operates.

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and availability

This means that information and associated assets should be accessible to authorised Users when required and therefore physically secure. The computer network must be resilient and Uned Technolegau Iaith, Prifysgol Bangor must be able to detect and respond rapidly to incidents (such as viruses and other malware) that threaten the continued availability of assets, systems and information. There must be appropriate business continuity plans.

of the physical (assets)

The physical assets of Uned Technolegau Iaith, Prifysgol Bangor, including, but not limited to, computer hardware, data cabling, telephone systems, filing systems and physical data files.

and information assets

The information assets include information (whether PII or otherwise) printed or written on paper, transmitted by post or shown in films, or spoken in conversation, as well as information stored electronically on servers, website(s), extranet(s), intranet(s), PCs, laptops, mobile phones and PDAs, as well as on CD ROMs, floppy disks, USB sticks, backup tapes and any other digital or magnetic media, and information transmitted electronically by any means. In this context, 'data' also includes the sets of instructions that tell the system(s) how to manipulate information (i.e. the software: operating systems, applications, utilities, etc.).

of Uned Technolegau Iaith, Prifysgol Bangor.

Uned Technolegau Iaith, Prifysgol Bangor and such partners that are part of our integrated network and have signed up to our information security and privacy policy and have accepted our ISMS.

The **ISMS** is the information security management system, of which this policy , the Information Security Manual and other supporting and related documentation are a part, and which has been designed in accordance with the specifications contained in ISO 27001:2013.

A **security breach** is any incident or activity that causes, or may cause, a break down in the confidentiality, integrity or availability of the physical or electronic information assets of Uned Technolegau Iaith, Prifysgol Bangor.

A **privacy breach** is any incident or activity that causes, or may cause, a break down in the confidentiality, integrity or availability of the PII assets of Uned Technolegau Iaith, Prifysgol Bangor.

Document owner and approval

The Technology and Systems Advocate is the owner of this document and is responsible for keeping it up to date.

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And stored on techiaith.bangor.ac.uk

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