



Information Security Unit

Information Security Policy

MBZUAI-ISU-IS-POL-V1.0

Effective Date 30/09/2023

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1. Document Control Information

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Policy Review

Person responsible	Workflow	Date
Information Security Manager	Initiator	04 Sep 2023
Information Security Governance Committee	Reviewer	06 Sep 2023
VP Corporate Services	Endorse	06 Sep 2023
Head of IEQA	Reviewer	05 Sep 2023
Executive Director IEQA & Strategy	Endorse	20 Sep 2023
General Counsel/Legal	Endorse	06 Sep 2023
President	Approver	30 Sep 2022

2. Glossary of Terms

Term	Definition
Confidentiality	The need to ensure that information is disclosed only to those who are authorized to view it
Integrity	The need to ensure that information has not been changed accidentally or deliberately, and that it is accurate and complete.
Availability	The need to ensure that the business purpose of the system can be met and that it is accessible to those who need to use it.

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3. Introduction

Mohammad Bin Zayed University Of Artificial Intelligence (MBZUAI), through its Risk Management Framework, is committed to maintaining its Information Security and establishing an appropriate level to protection, maintain and control confidentiality, integrity and availability, and access to its business and classified information, systems and supporting assets.

This policy forms the basis and identifies key principles of all Information Security initiatives in MBZUAI.

4. Objective

The objective of this policy is to demonstrate and express the intention and commitment of Mohammad Bin Zayed University of Artificial Intelligence [MBZUAI's] to:

- Protect information assets from all threats, whether internal or external, deliberate or accidental thereby ensuring uninterrupted services to Staff, Faculties, Researchers, Students and Vendors
- Manage the risk to the acceptable level through design, implementation and maintenance of an effective Information Security Management system

5. Scope

This Information Security Policy applies to all MBZUAI staff, faculty, contractors and third-party organizations involved in managing information security at MBZUAI.

6. Information Security

6.1 Information Security Policy

6.1.1 MBZUAI top management is committed to an effective Information Security Management System that assures normal business operations to support MBZUAI's mission and strategic objectives. MBZUAI Information Security Management System adopts the risk-based approach in-line with MBZUAI's risk management process.

6.1.2 MBZUAI is committed to maintain:

- Confidentiality: ensuring that information and information systems are accessible only to those who are authorized to have access.
- Integrity: safeguarding the accuracy and completeness of information, information systems and processing methods.
- Availability: ensuring authorized users have access to information, information systems and associated assets when required.

6.1.3 MBZUAI management is committed to complying with all applicable UAE legislations.

MBZUAI is committed to the establishment and continual improvement of all necessary policies, procedures, and processes to meet the requirements of the UAE Information Assurance Regulation.

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6.2 Information Security Objectives

The following are the ISMS objectives set to ensure protection of confidentiality, integrity, and availability of all business, services, and information.

- 6.2.1 Establishing a secure culture in the organization by spreading ISMS awareness.
- 6.2.2 To identify, through appropriate risk assessment, the value of information assets to understand their vulnerabilities and the threats that may expose them to risk.
- 6.2.3 To decrease information security incidents.
- 6.2.4 To manage the risks to an acceptable level through the design, implementation, and maintenance of a formal information security management system.
- 6.2.5 To establish internal SLAs for Incident Response.
- 6.2.6 To ensure the availability of critical services by successfully testing the restoration of backups.
- 6.2.7 To improve IT service management and IT asset management through the implementation of a service desk system.
- 6.2.8 To enhance the Information security office functions by introducing security monitoring, threat intelligence and hunting, security incident handling and analysis, vulnerability management, etc.
- 6.2.9 Compliance with applicable legal and regulatory requirements.
- 6.2.10 The objectives of the ISMS will be evaluated and monitored as part of management reviews to ensure that they remain valid. The achievement of objectives will be tracked regularly.
- 6.2.11 A regular review cycle will also be used for setting new objectives for ISMS to coincide with the budget planning cycle. This will ensure that adequate funding is obtained for the improvement activities identified.

6.3 Implementation

6.3.1 MBZUAI’s management acknowledges the importance of ensuring information security and is committed to supporting the information security goals and principles. MBZUAI top management has given below principles for the effective implementation of ISMS in the organization:

- Establish the ISGC Committee representing the executive management of the MBZUAI to demonstrate MBZUAI’s management commitment towards information security management.
- Appoint the ‘Head of the Information Security Unit as the Information Security Manager responsible for managing all information security-related activities of MBZUAI.
- Appoint Governance, Risk and Compliance (GRC) team for representing MBZUAI for coordinating and managing information security activities as per the requirements of UAE Information Assurance Regulation.
- Define the roles and responsibilities of all ISGC Committee.
- Prepare ISMS scope, policies, objectives, and guidelines to support the implementation of the ISMS Policy.
- Develop an ISMS framework to assess information security risks.
- Develop a risk assessment report and risk treatment plan.
- Obtain management approval for implementing controls for risk mitigation and formal acceptance of residual risk.
- Allocate appropriate resources for the implementation, management, and operation of ISMS.
- Define and conduct training and awareness programs for all MBZUAI Staff.

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- Establish the process in the organization for continual improvement of ISMS.

6.4 Management review

- 6.4.1. The top management of MBZUAI will review, communicate, and make available this document to all MBZUAI ISMS affected parties and other interested parties to ensure compliance with this policy.
- 6.4.2. The top management will review the management objectives and approve the ISMS at planned intervals or at least once annually.
- 6.4.3. The top management shall determine corrective actions as an output of the management review meeting.
- 6.4.4. The policies, procedures, and all documents of ISMS will be reviewed on an annual basis.
- 6.4.5. Internal audits will be done at least once a year.

6.5 Key Performance Indicator (KPI)

- 6.5.1 Information Security Policy should be at least communicated once a year to all MBZUAI end users.

7. Related Documents

Section	Related Document(s)
	UAE Information Assurance Regulation v1.1

8. Version History

Version number	Person responsible	Date of change	Comments
V0.1	Information Security Manager	04/09/2023	First Draft
V0.1	Information Security Manager	06/09/2023	First Draft approved by Information Security Governance Committee including members in the policy review workflow: VP corporate service, General Counsel/Legal.
V.01	Information Security Manager	20/09/2023	Minor changes on Typos by A/Executive Dir. IEQA & Strategy

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