



## **INFORMATION SECURITY POLICY**

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**CONTACT REFERENCE**

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**Reviewers**

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This information security policy is to help employees and/or any interested parties of MUA to understand their role in ensuring the confidentiality, integrity and availability of information assets. The policy aims to:

- Protect MUA customers' information and honour their privacy rights.
  - Protect MUA's confidential information from any loss or misuse.
  - Use the MUA's information systems in a professional, ethical and lawful manner.
  - Protect MUA's information systems by following sound computing practices.
1. MUA shall ensure via its **Information Security Management System**, that the confidentiality, integrity and availability of all its critical information and information processing facilities are safeguarded.
  2. MUA shall ensure that applicable regulatory, legislative and contractual requirements for information security are fulfilled.
  3. MUA shall ensure that it respects the intellectual property rights of any third party whose products are used for business purposes.
  4. MUA shall ensure that information is used only for official purposes.
  5. MUA shall strive to provide a secure working environment for employees, trainees, consultants and third parties.
  6. MUA shall develop a detailed set of enforceable policies, on a risk based approach for addressing all applicable controls of the Information Security Management System.
  7. The responsibility for the execution of this policy rests with the CEO and Management of the company. Each individual policy shall mention the ownership and implementation responsibilities separately. The approved changes in any policy shall be communicated to the affected personnel by the head of department.
  8. All breaches of information security shall be reported to the IS Team and investigated by mandated staff. Any violation or non-adherence to any policy shall be viewed seriously and will be liable for disciplinary action.