

WUPOL Information Security Policy

Version 2019-1.0 | Classification: Public

Contents

1.	Purpose	2
2.	Scope	2
3.	Objectives	2
4.	Implementation	3
5.	Individual Obligations	3
6.	Consequences of Non-Compliance	3
7.	Quality Assurance	3
8.	Invalidation of Previous Regulations	3
9.	Document Details.....	4

1. Purpose

Dependency on information and information systems, their increasing digital interconnectivity, and the associated internal and external risks necessitate regulating information security requirements.

The WU (Vienna University of Economics and Business) Information Security Policy details the Rector's Council's objectives and responsibilities, and thereby establishes a framework for sustainable information security management.

In addition to legal obligations, factors such as the interests and expectations of WU, its employees and students, business and cooperation partners, and the public also make information security a central issue.

Information security is not an end in itself, but a fundamental aspect of the way we work and operate.

This Security Policy encompasses all types of information, be it in electronic, written, oral, or any other form.

This Information Security Policy does not encompass the functions of property protection, fire safety, occupational health and safety, and other areas that are not primarily focused on information security.

Information security serves the purpose of protecting data and information from unauthorized access, disclosure, loss, destruction, and modification, and enables traceability of data and information flows. It thereby safeguards the confidentiality, availability, and integrity of both data and information resources owned by us and entrusted to us.

2. Scope

The Information Security Policy applies to all WU university members as defined by the Universities Act (i.e. faculty, staff, and students), and also to persons working for WU's affiliated organizations¹.

Third parties are subject to obligations as specified in the relevant items.²

In addition, this document applies without any restrictions of time and location.

3. Objectives

WU's overall security objectives are:

- Protecting information against loss and damage (availability)
- Protecting information against unauthorized access and disclosure (confidentiality)
- Protecting information against undesired unintended changes and manipulation (integrity)
- Protecting information flows against the loss of traceability and non-repudiation

¹ E.g. WU ZBP Career Center.

² E.g. by means of Confidentiality Agreements, Declarations of Consent, or similar documents.

In addition to these overall security objectives, information security measures shall also effectively support the following objectives, which are of equal importance to us:

- Ensuring business continuity
- Protecting all personal and business-related data and information
- Avoiding and mitigating damage by means of preventive security measures
- Developing and promoting comprehensive security awareness and a security culture
- Complying with legal regulations and contractual agreements
- Guaranteeing a security level proportionate to the risks
- Supporting persons with security-relevant responsibilities
- Positioning WU as a trusted, reliable partner

4. Implementation

The implementation of this Information Security Policy is based on WU's Information Security Strategy and the Information Security Organization described therein. Details can be found in the document "WU Information Security Strategy".

5. Individual Obligations

For the Rector's Council, information security is a central issue. In all respects, the Rector's Council fully backs and supports the information security objectives defined in this Policy and the security measures derived from them.

Due to the great importance of information security, all WU faculty members, staff members, and students, and all other persons who have access to WU data and information, are obligated to observe and abide by WU's security regulations.

This holds particularly true for supervisors, given their function as role models.

6. Consequences of Non-Compliance

Compliance with regulations and security measures is monitored on a regular basis, but also if and when indicated by specific circumstances.

Non-compliance may lead not only to disciplinary action and consequences under employment law, but also to civil and criminal proceedings.

7. Quality Assurance

This document is subject to an annual review. In the event of discrepancies between the German original and the English translation, the German version shall prevail.

8. Invalidation of Previous Regulations

This document replaces the previous regulation "Informationssicherheitspolitik der WU 2015-1.0", which ceases to be effective upon official publication of this document.

Vienna, March 26, 2019

Univ.Prof. Mag.Dr. Stefan Pichler
Vizerektor für Forschung

9. Document Details

All fields marked with an asterisk (*) are required.

Short title^{3*}	WUPOL Information Security Policy
Long title	Version 2019-1.0 Classification: Public
File name^{4*}	WUPOL_EN_InfoSec_Policy_2019-1.0.docx
Replaces	Informationssicherheitspolitik der WU 2015-1.0 dated [date]
Title of German version	WUPOL Informationssicherheitspolitik, [link]
Version (number, date)*	2019-1.0, dated [version dated]
Responsible for content*	IT-SERVICES / Miksch, Georg [Organizational unit] / [last name, first name]
Author*	Christoph Riesenfelder / [last name, first name], [Organizational unit] / [last name, first name]
Contact for content-related questions and practical implementation	IT-SERVICES / Miksch, Georg [last name, first name]

Communication* (multiple selection is possible)	<input type="checkbox"/> email <input type="checkbox"/> WU Bulletin <input checked="" type="checkbox"/> WU regulations database
Publication in the WU Bulletin (Mitteilungsblatt)	WU Bulletin Academic year XXXX/XXXX, Issue XX, [WU Bulletin no.] dated [date], [link]
First publication (optional)	WU Bulletin Academic year XXXX/XXXX, Issue XX, [WU Bulletin no.] WU Bulletin [no.] dated [date of first publication]

Valid as of*	April 1, 2019
Valid until*	December 31, 2999
Approved by	Vizekanzler für Forschung, Univ.Prof. Mag.Dr. Stefan Pichler on [approval date]
Further information*	Data Protection, Privacy, Security

³ Examples of short/long titles:

- Short title = category and keyword, e.g. WUPOL Software
- Long title or subtitle = designation provided by the organizational unit, e.g. "Regulation on the use of WU Software"

⁴ No more than 60 characters; do not use any diacritics, special characters, and spaces