

# Kansai University Information System Operation Basic Regulations

Establishment: March 17, 2016

## (Objective)

**Article 1** The information system is set up as the foundation for education and research activities in Kansai University and schools established by the incorporated education institution (hereinafter referred to as the “University”).

In order to contribute to the fulfillment of education and research, making use of the information system and to effectively and appropriately handle information, ensuring a safe and reliable information foundation in addition to the preparation of information infrastructure is essential.

Therefore, Kansai University Information System Operation Basic Regulations (hereinafter referred to as “the Regulations”) is established with the objective of protecting the University’s information and implementing appropriate information security measures.

The objectives of the Regulations are as follows:

- (1) To prevent a breach of the University’s information security
- (2) To prevent a breach in and outside of the University’s information security
- (3) To thoroughly manage information assets
- (4) To ensure early detection of infringement into information security and to respond swiftly
- (5) To evaluate and update information security

The Regulations shall be the information security policy of the University.

## (Basic operation policy)

**Article 2** Information security of the University aims for smooth and effective information distribution, and stable and effective operation with excellent order and security for the achievement of the objectives stipulated in the previous article and use by the University and members of the University.

## (Range of application)

**Article 3** The Regulations apply to all users of the University’s information system, including temporary users and individuals involved in the operation and management of the system (hereinafter referred to as “target users”).

## (Implementation method)

**Article 4** The University has the responsibility to educate or instruct users to ensure the understanding of and compliance with the Regulations and other bylaws, and the process of

implementing the Regulations shall be as stipulated separately. Each department and bureau shall create security standards and procedures according to the needs of the department or bureau, etc. within the range that does not contradict the Regulations.

(Obligations of target users)

**Article 5** Target users shall use the University's information system according to the Regulations and strictly observe the Kansai University Information System Use Regulations stipulated separately. Target users may not attempt unauthorized access into information assets in and outside of the University or manipulate, copy, destroy, or leak said assets.

(Chief Information Security Officer)

**Article 6** The University shall appoint a Chief Information Security Officer (CISO) to establish a system for the systematic management of information security. 2. CISO shall be Director, Center for Information Technology and oversee the management and operation of the information system assets of the University.

(Dissemination of the Regulations)

**Article 7** The University shall disseminate the Regulations to all members through its website, etc.

(Information security, and evaluation and update of the Regulations)

**Article 8** The University shall direct the individuals establishing the Regulations and procedures and other involved in the management of the University's information system (Member, Center for Information Technology Committee, Member, Center for Information Technology, and staff) to periodically examine the need for the review of the Regulations, and conduct reviews if found necessary.

In addition, reviews shall be executed when issues or problems are recognized in matters related to the information security measures executed by target users. Review plans shall be examined and decided by the Center for Information Technology Committee.

(Administration)

**Article 9** Information Technology Promotion Division shall perform the administration of these Regulations.

Supplementary Provision

These Regulations shall come into effect from April 1, 2016.

Supplementary Provision

These Regulations (revision) shall come into effect from April 1, 2018.