The American University of Kurdistan
Data Security Policy

Policy Number: IT002
Effective Date: June 6, 2022

CONTENT

I.   INTRODUCTION

a. Authority: **The Board of Trustees (herein referred to** at The American University of Kurdistan (herein referred to) is authorized to establish rules and regulations to govern and operate the University and its programs.

b. Purpose: **AUK restricts access to confidential and sensitive data to protect it from being lost or compromised, and in order to avoid adversely impacting stakeholders, incurring penalties for non-compliance with applicable laws and regulations, and suffering**

c. Scope: **This P**
staff, students, researchers, visitors, vendors, contractors, and volunteers who accesses .

Therefore, the Policy applies to every server, database and informational teachnology system that handles such data, including any device that is regularly used for email, web access or other work-related tasks.

VI. POLICY
   1. CLASSIFICATION LEVELS
      data is classified into one of four levels based on its sensitivity and the risks associated with disclosure. The classification level determines the security protections that must be used for the data. The classification levels are:
      A. Restricted Data
         C   individual

be secured by AUK with appropriate technical and organizational measures against unauthorized processing, and against accidental loss, destruction or damage.

3. Access Control

that have a legitimate need and appropriate authorization for access to such data. Users must ensure that data is secured from unauthorized access and are responsible for safeguarding this data at all times through the use of strong passwords.

4. User Accounts
The University has two levels of user accounts:
Full   full network. Typically, this is the level of access provided to active faculty, staff, and students. Alumni are granted permanent AUK email accounts. Guests of AUK including, but not limited to, partners, researchers, or contractors, may be granted temporary a

5. Password Management
Passwords for new students will be set by the student during their matriculation process. New members of