

Approval Date: July 3, 2002

Administrative Information Systems Security Policy

Office of Accountability:	Vice-President (Finance and Administration)
Office of Administrative Responsibility:	Administrative Information Systems
Approver:	Administrative Information Systems Security Committee
Scope:	Compliance with this University-wide policy extends to all members of the University community.

Overview

The University's **Administrative Information Systems (AIS)** unit is responsible for managing the institution's administrative (human resource, financial and student administration) systems. The AIS Security Committee develops, approves, maintains, and supports security policy and procedures pertaining to the operation of administrative information systems. The systems are primarily PeopleSoft applications. The University meets its system operating and development needs through on-going working collaborations with select external service providers, currently IBM Global Services. AIS co-ordinates the efforts of these service providers with those of the central service owners and distributed users of these systems.

Purpose

The purpose of this policy is to:

- provide protection to the University's information assets within the administrative information systems.
- define the terms and conditions for security access and controls that apply to users of the central administrative systems under the purview of the University's Administrative Information Systems (AIS) unit.

POLICY

It is the policy of the University of Alberta that its administrative information will be suitably protected to ensure:

Protection against unauthorized access.

Confidentiality will be assured.

Integrity will be maintained.

Availability will be maintained.

Regulatory and legislative requirements will be met.

All breaches, or suspected breaches will be reported to and investigated by the Director, AIS.

This policy applies to administrative information systems managed by the Administrative Information Systems (AIS) unit of the University, including but not limited to:

- On-line Academic Student Information System (OASIS - PeopleSoft Student Administration)
- PeopleSoft Integrated Systems of Compensation and Employee Services (PISCES - PeopleSoft Human Resources)
- Finance (PeopleSoft Finance)

- Cashier
- Room Booking

The policy applies equally to the University of Alberta, meaning its staff including any contractors or sub-contractors, and to those engaged through Application Service Provider (ASP) agreements concerning the support and maintenance of system applications. Any ASP's mentioned by name are those in effect at time of writing; and are subject to change.

The detailed specifications associated with this policy are available to University units upon request from Administrative Information Systems.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

Administrative Information Systems (AIS)	A University of Alberta unit within the Finance and Administration portfolio responsible for managing university-wide administrative systems. These systems are primarily PeopleSoft applications and include human resource, financial, and student administration systems. AIS is responsible for coordinating the efforts of system owners and campus users with any externally engaged Application Service Providers. AIS takes direction from the governing committee Administrative Information Systems Steering Committee (AISSC) .
Administrative Information Systems Steering Committee (AISSC)	A standing committee of the Provost and Vice-President (Academic). It is a broadly based representative group of University of Alberta's administrative information systems stakeholders. Together with the AISSC Executive Committee, it defines the overall direction, strategy and priorities for the University's administrative information systems.

RELATED LINKS

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[Administrative Information Systems](#) (University of Alberta)

[AIS Implemented Modules](#) (University of Alberta)

[AIS Roles and Responsibilities](#) (University of Alberta)

[AIS Security Committee Terms of Reference](#) (University of Alberta)

PUBLISHED PROCEDURES OF THIS POLICY

[Administrative Information System Access and Maintenance Procedure](#)