



INFORMATION MANAGEMENT POLICY

PREPARED FOR:
International Islamic University Malaysia

PREPARED BY:
Office of the Chief Digital/Information Officer

Document Change Log

Release Version	Date	Pages Affected	Remarks/Change Reference
Version 1.0	16 May 2023		Prepared for BOG Meeting on 30 May 2023

Responsibility and Activity Log

Requestor	Description	Submission Date	Approval Date
Ahmad Ashaari Alias	Endorsement by IIUM ICT Committee	13 Dec 2022	13 Dec 2022
Ahmad Ashaari Alias	Submission for BOG Endorsement	16 May 2023	30 May 2023

1.0 POLICY STATEMENTS

IIUM is committed to managing information, records and data as valuable institutional assets which are created, used and shared effectively.

1.1 The University will:

1.1.1 foster and promote a culture of information management;

1.1.2 maximise the potential value and opportunities presented by the University's information assets; and

1.1.3 maintain and protect its information assets.

1.2 The University shall have processes and systems so that:

1.2.1 access to information related to the University's business functions and activities is reliable and trustworthy;

1.2.2 information may be shared; and

1.2.3 the University complies with all legislative and regulatory requirements.

2.0 OBJECTIVE

This policy aims to govern the University's creation, maintenance, retention and disposal of its information and records so that it can manage its information appropriately, maximise the operational and strategic value of the information it holds, and comply with relevant legislation.

3.0 APPLICABILITY

This policy applies to the University Community, including University management members, staff, students and all persons participating in university business or activities, whether as visitors, auditors, service providers, contractors or volunteers who manage IIUM information.

4.0 SCOPE

The scope of this policy covers all University information that is created, received or maintained by the University in the course of carrying out its business, including the carrying out of academic and research activities, and the fulfilment of compliance with any regulatory requirements.

The information may be in any format or medium, including hardcopy, equipment, electronic documents, emails, texts and social media channels. It may also be stored, managed or hosted elsewhere so agreements of this nature should ensure such arrangements comply with this policy.

A small proportion of the University's information may be selected for permanent preservation in the University archives to be available for historical research and to give a lasting record of the University's business.

5.0 IMPLEMENTATION AND NON-COMPLIANCE

The University Community and all persons participating in university business or activities as per stated in clause **“3.0 Applicability”**, shall agree that their data will be processed and used by the University. The University shall observe proper standards to collect, store, distribute, archive and dispose all the data as per stated in clause **“6.0 Related Policies, Standards, Procedures and Guidelines”**.

The Chief Digital/Information Officer (CDO/CIO) holds the responsibility for the implementation of this policy and shall take necessary actions in the event of violation of this policy. Alleged or suspected violations of the “Information Management Policy” should be reported to the CDO/CIO. Non-compliance with this policy is subject to appropriate disciplinary or legal action by the University authority. The CDO/CIO is also responsible for the formulation and maintenance of this policy.

6.0 RELATED POLICIES, STANDARDS, PROCEDURES, GUIDELINES

This policy shall be read together with the following documents:

- 6.1 Personal Data Protection Act 2010
- 6.2 ICT Regulations
- 6.3 HR Policy on Confidentiality
- 6.4 IIUM Record Management Policy
- 6.5 IIUM Archives Policy
- 6.6 Information Classification Labelling Guideline
- 6.7 Data Request and Distribution Procedure
- 6.8 Policy on Knowledge Management
- 6.9 IIUM Policy on Responsible Research and Innovation 2020
- 6.10 Institutional Repository (IRep) Policy
- 6.11 Guideline: Incentives to Encourage Knowledge Sharing
- 6.12 Guideline: Roles Associated with KM
- 6.13 Guideline: Type of Knowledge, Format, Method and Technology Platforms
- 6.14 Procedures for Handling Financial Information and Data