

Responsibilities of information security

General responsibility to uphold information security at the University

All members of University community are responsible for

- to be familiar with information security guidelines and to adhere to said guidelines,
- to create and implement good information security culture in their daily tasks,
- to take part in information security training provided to them,
- to know and act according to the responsibilities and tasks applied to him/her,
- to report on any problems, threats and such procedures that violate the guidelines.

Information security is integrated into university tasks and practices

Implementing information security is a continuous task integrated into normal university tasks. It is almost impossible to find a task or role at the University that does not have information security responsibilities.

All University personnel must know the responsibilities related to their job or role related to

- information confidentiality,
- information archiving and integrity,
- availability and authorisation of the information,
- implementing openness, confidentiality and privacy demanded by law from the University.

In addition to general information security responsibilities, special roles include additional and listed responsibilities.

Special information security responsibilities

Special responsibilities have been attached to following roles and tasks

- IT management
- Information security specialist
- Information security administration team
- Head of department or other unit
- IT/security liason of department or other unit
- IT system owner
- IT experts
- person(s) responsible for IT services or document administration
- responsible person(s) or administrator(s) of an application or service
- consultants and service companies

Tasks of the IT management

- to bear responsibility and monitor technical information security in the University
- to bear responsibility for the security of the University telecommunications network
- to bear responsibility of the information security of their services

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- to organize general instructions, training, communication and guidance on information security
- to report to director of administration (task for head of information management)

Tasks of the IT Security Specialist

- to follow legislation and related documentation
- to follow state administration instructions (VAHTI)
- to participate co-operation between universities and state administration (CERT-FI, FUNET-CERT, Sec group)
- to manage, develop and participate the information security administration team
- to create information security guides and communication to university personnel, students and units
- to develop information security training for users and administrators
- to maintain information security plan together with information security administration team
- to supervise implementation of information security plan
- to participate contingency planning
- to consult and audit IT management and other units
- to handle and compile statistics on information security incidents
- to report to director of administration.

Tasks of the information security administration team

- to represent the security views of different stakeholders in the University
- to adapt the demanded security level and security measures
- to participate risk analysis and audits of university systems and make recommendations on improvements
- to participate creation and maintenance of information security plan and contingency plans
- to support IT management in continuous development of information security
- to follow the accomplished information security
- to make suggestions on increasing the information security awareness and trainings

Tasks of the head of a department or other unit

- to bear responsibility of resourcing and implementing information security and development tasks related thereto in his/her unit
- to appoint the information security and IT management liaisons for his/her unit
- to appoint persons responsible of the information systems his/her unit owns
- to monitor that information security related documentation is included in personnels introduction training.

Tasks of the IT liaisons and persons responsible for information security of a unit

- to maintain and monitor the information security of the systems assigned to their responsibility, as per the general information security guidelines of the University
- to report on information security and all factors affecting it to head of the unit, university security specialist and security administration team
- to monitor compliance of university security guidelines
- to report to the head of the unit

Tasks of the owner of an information system

- to bear responsibility of information within the system,
- to bear responsibility of privacy and systems statements as well as reporting responsibilities required by law,
- to bear responsibility for the protection, access rights and backup procedures of the information system and the information contained therein,
- to implement the information security tasks concerning their system,
- to monitor information security in the information system,
- to report on information security and disturbances therein,
- to implement systems training,
- to bear responsibility of application security planning together with application developers
- to maintain up-to-date description of the system,
- to report to head of the unit

Tasks of IT experts (such as system administrators, planners, programmers)

- to apply and implement the information security principles of the University while exploiting their own special expertise
- to bear responsibility of information security tasks on his/her area
- to adhere to good information security practices
- to report on information security and disturbances thereof,
- to maintain up-to-date description of the system,
- to maintain relevant instructions e.g. backups and recovery tasks,
- to report to supervisor.

Tasks of the responsible person or administrator of an application or service

- to maintain the personnel registry and information system declarations and have them available for those who are entered in the register
- to maintain security procedures in the information system
- to monitor the function of the system in relation to information security,
- to prepare for incidents and countering actions,
- to report events and disturbances jeopardizing security,
- to maintain usage instructions,
- to report to the head of the unit.

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Tasks of consultants and service companies

- to adhere to good information processing and information security practices
- to maintain and monitor information security according to the state administration general information security guidelines as well as the University information security guidelines in their functions connected with the University
- to report on information security and all factors affecting it to the client.