Policy: Information Confidentiality and Privacy

Policy Reference:	C-GA-008
Version:	1
Person Responsible:	CEO

1. Policy Statement

Bahrain Polytechnic considers all information (including not limited to verbal, written, printed, reductased, photocopied, electronically stored or any, or photos, videos, drawings and illustrations, maps or any written or documented or recorded or visual) a valuable asset, and it is the responsibility of all staff and students to respect and maintain confidential Information. Furthermore, Staff and Students privacy is very important to Bahrain Polytechnic. Accordingly, a violation of this policy may result in disciplinary action.

The purpose of this policy is to educate Bahrain Polytechnic staff, students and anyone with authorized access to Bahrain Polytechnic information of their rights towards collecting, using, communicating and disclosing Confidential Information to external parties and their responsibilities to protect and safeguard Confidential Information which they have access to.

2. Definitions

- **Highly Confidential Information:** highly sensitive information, that requires highest levels of security and authorization to share such information in the form of written documents or records, or electronic data disclosed to staff or students or stakeholders known to them ONLY as a consequence of the staff's employment at Bahrain Polytechnic or student enrolment or specific stakeholder, and not generally known outside Bahrain Polytechnic. Disclosure of such information to the public or unauthorized personnel would result in threatening or jeopardizing the Kingdom of Bahrain and the institution.
- **Confidential Information**: moderately sensitive information that requires protection from unauthorized access in the form of written documents or records, or electronic data disclosed to staff or students or stakeholders known to them ONLY as a consequence of the staff's employment at Bahrain Polytechnic or student enrolment or specific stakeholder, and not generally known outside Bahrain Polytechnic. Disclosure of such information to the public or unauthorized personnel would result in major damage to the Kingdom of Bahrain and the institution.

- **Restricted Information:** low sensitive information, that requires low level of security and authorization to share such information in the form of written documents or records, or electronic data disclosed to staff or students or stakeholders known to them ONLY as a consequence of the staff's employment at Bahrain Polytechnic or student enrolment or specific stakeholder, and not generally known outside Bahrain Polytechnic. Disclosure of such information to the public or unauthorized personnel would result in minor damage to the Kingdom of Bahrain and the institution.

- **Public Information:** Information that is non-sensitive and require no access protection and can be shared with the public without approvals.

3. Application

People:
This policy applies to staff, students and anyone who has authorized access to Bahrain Polytechnic information including vendors who are sharing Confidential Information with external parties excluding supervisory authorities (i.e. CSB, MoF, HEC).

Processes:
- This policy applies to collecting, using, communicating and disclosing Confidential Information with external parties excluding supervisory authorities (i.e. CSB, MoF, HEC).
- Protecting and safeguarding Confidential Information.

4. External Requirements

This policy helps Bahrain Polytechnic meet the following external requirements:
- Royal Decree No. 65/2008.
- Cabinet Affairs.
- The laws and regulations of Kingdom of Bahrain related to Intellectual property and copy rights.
- Law No. 16 of 2014 on the protection of the Kingdoms information and documents
- Civil Services law and the regulations
- Civil Services Bureau rules and regulations

5. What is expected

- Bahrain Polytechnic protects the privacy of its students, alumni, parents, staff and authorized personnel.
- Staff, students and anyone with authorized access to Bahrain Polytechnic information protect and safeguard confidential Information which they have access to.
- That Bahrain Polytechnic management be notified if there has been unauthorized access or disclosure of confidential information with external parties excluding supervisory authorities as this can lead to identity theft, negative publicity, and reputational damage or legal implications.

6. Key Dates

First Approved:
This Version Approved: SMT 14/2/2016, (Legal review 17/2/2016), TECO 21/2/2016, BoT
29/2/2016
Next Review Date: 4 years from this version approval date or as required

7. Links and Related Documents

- Research and Scholarly Activities Policy A-AB-013
- Intellectual property and Copyrights Policy C-GA-006
- Academic Integrity and Honesty Policy A-AB-003
- Marketing and Communications Policy C-MK-001
- Human Resources Management Policy C-HR-001