

Information Security Management System MS ISO/IEC 27001:2007

CONTROL OF RECORDS PROCEDURE

PROSEDUR KAWALAN REKOD-REKOD



UNIVERSITI MALAYSIA PERLIS

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For Dept Use Only

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Version 1.0



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Revision History

No	Date of Change	Description	Page	Version	Approved By

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1.0 PURPOSE

1.0 TUJUAN

The purpose of this procedure is to provide guideline to ensure ISMS record is manage and systematically kept so that it can be easily detected when needed for reference.

Prosedur ini bertujuan untuk memberi garis panduan bagi memastikan rekod ISMS sentiasa diselenggara dan disimpan dengan teratur supaya mudah dikesan apabila diperlukan untuk rujukan.

2.0 SCOPE

2.0 SKOP

This procedure applies to all University Malaysia Perlis Information and Communication Technology Centre records in both soft copy as well as hard copy format as well as ISMS-related data required as ISMS records by MS ISO/IEC 27001:2007 Standard.


Prosedur ini digunapakai untuk semua rekod dalam bentuk soft copy dan hard copy serta data berkenaan ISMS yang diperlukan sebagai rekod ISMS oleh piawaian MS ISO / IEC 27001:2007 ,bagi Pusat Teknologi Maklumat dan Komunikasi, Universiti Malaysia Perlis.

3.0 DEFINITION

3.0 DEFINISI

RETENTION PERIOD ► A pre-defined period for ISMS records to be kept in filing system, vary for different kinds of records.

TEMPOH PEMBENDUNGAN ► Satu pra tempoh yang didefinisikan bagi rekod-rekod ISMS yang akan disimpan dalam sistem pemfailan, berbeza dari satu rekod ke rekod yang lain.

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STORAGE LOCATION

▶ Appropriate storage, which means folders or filing cabinet which can prevent damage, deterioration, and loss. The storage could be a computer database or a physical storage space.

LOKASI STORAN ▶ *Storan bersesuaian, yang bermaksud folder-folder atau kabinet fail yang boleh mengelakkan kerosakan, kemerosotan, dan kehilangan. Storan mungkin merupakan pangkalan data komputer atau ruang storan fizikal.*

ISRL ▶ Information Security Records Log
ISRL ▶ *Log Rekod-Rekod Keselamatan Maklumat*

DOC CONTROLLER ▶ Document Controller
DOC CONTROLLER ▶ *Pengawal Dokumen*

BU Head ▶ Business Unit Head
BU Head ▶ *Ketua Unit Perniagaan*

ISMS Coordinator ▶ Information security management system coordinator
ISMS Coordinator ▶ *Penyelaras sistem pengurusan keselamatan maklumat*

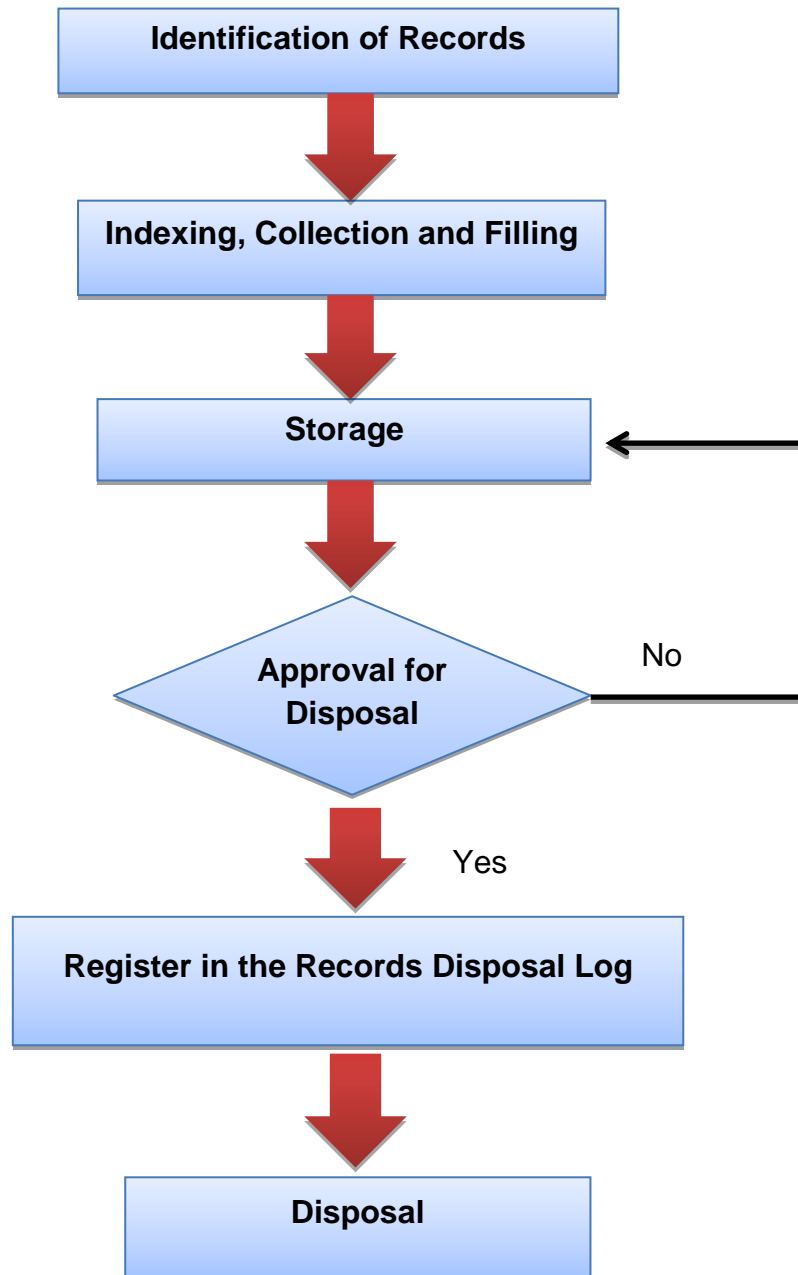
ISMR ▶ Information Security Management Representative
ISMR ▶ *Wakil Pengurusan Keselamatan Maklumat*


BU ▶ Business Unit
BU ▶ *Unit Perniagaan*



4.0 PROCEDURE DETAILS

4.0 *BUTIR-BUTIR PROSEDUR*



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5.0 OTHERS

5.0 LAIN-LAIN

5.1 Third Parties Access to Records

5.1 Akses (Capaian) Pihak Ketiga Untuk Direkod


Third parties may be given access to University Malaysia Perlis Information and Communication Technology Centre, Confidential and Internal records only when a demonstrable need exists and only when the Data Owner approves the disclosure. A signed non-disclosure agreement (if deemed necessary) is required before disclosing University Malaysia Perlis Information and Communication Technology Centre, Confidential records to any third party in order to protect University's Intellectual Property Rights and abide by the Malaysian Personal Data Protection Act -2010.

Pihak-pihak ketiga mungkin diberi akses kepada rekod-rekod dalaman dan rahsia Pusat Teknologi Maklumat dan Komunikasi, Universiti Malaysia Perlis, hanya apabila keperluan tersebut boleh dibuktikan dan hanya bila kelulusan diberi oleh Pemilik Data. Perjanjian ketakdedahan yang ditandatangani (jika dianggap perlu) diperlukan sebelum rekod-rekod rahsia Pusat Teknologi Maklumat dan Komunikasi, Universiti Malaysia Perlis, didedahkan kepada mana-mana pihak ketiga untuk melindungi Harta Hak Milik Intelek Universiti dan mematuhi Akta Perlindungan Data Peribadi Malaysia-2010.

5.2 Storage of Records

5.2 Storan Rekod-rekod

Documents issued in electronic form shall be kept as soft copy, stored in University Malaysia Perlis Information and Communication Technology Centre fileserver, or both soft and hard copy. Hard copy shall be filed and stored in an appropriate place. Softcopy ISMS records shall be saved or kept in the identified or labeled source and backed up in secondary storage periodically or any other mean of identified storage. The retention period records shall follow the Document Control procedure retention period.

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Dokumen-dokumen yang dikeluarkan dalam bentuk elektronik akan disimpan sebagai soft copy, dalam fail server Pusat Teknologi Maklumat dan Komunikasi, Universiti Malaysia Perlis, atau kedua-dua soft dan hard copy. Hard copy akan difailkan dan disimpan di tempat yang sesuai. Rekod-rekod soft copy ISMS akan disimpan atau dikawal dalam sumber yang dikenal pasti atau dilabelkan dan penduaan dalam storan sekunder secara berkala atau mana-mana storan yang dikenal pasti. Tempoh pembendungan rekod-rekod akan menurut prosedur Kawalan Dokumen, tempoh pembendungan.

5.3 Legal Documents

5.3 *Dokumen-dokumen Bersangkutan Undang-Undang*

All documents of legal nature like financial transaction records, contracts, PO, HR related documents, employee's personal details etc are to be kept for a minimum period of 7 years as per Malaysian Law.

Semua dokumen undang-undang seperti rekod-rekod urus niaga kewangan, kontrak-kontrak, Pesanan Pembelian (PO), dokumen-dokumen berkaitan Sumber Manusia, butir-butir peribadi kakitangan dan lain-lain akan disimpan untuk tempoh minima 7 tahun menurut undang-undang Malaysia.