

Information Security Management System MS ISO/IEC 27001:2007

TERMINATION/RESIGNATION POLICY

DASAR PENAMATAN/PELETAKAN JAWATAN



UniMAP

UNIVERSITI MALAYSIA PERLIS

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For Dept Use Only

Date: 15th Oct 2012

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 policy is to establish a standard for the terminations of employment/contract with UniMAP ICT Center to ensure that all information assets are handed-over in good condition and accounted for, by the staff leaving the organisation's employment.

Tujuan dasar ini ialah untuk mewujudkan satu piawaian bagi penamatan perkhidmatan/kontrak dengan Pusat ICT UniMAP untuk memastikan bahawa semua aset-aset maklumat diserahkan dalam keadaan baik dan diperjelaskan, oleh staf yang meninggalkan organisasi.

2.0 Scope

2.0 Skop

The policy applies to all employees, contractors, consultants, temporaries (Staff, Interns), clients and other 3rd party workers that are affiliated with UniMAP ICT Center hence forth collectively now known as "Associate" in this document.

Dasar diguna pakai atas semua staf, kontraktor, konsultan, staf atau pelatih sementara, pelanggan-pelanggan dan lain-lain pekerja pihak ketiga yang bergabung dengan Pusat ICT UniMAP oleh itu dengan ini secara kolektif dikenali sebagai "Associate" dalam dokumen ini.

3.0 Policy

3.0 Dasar

The Associate shall regardless of or whether the Confidential Information was or is received by the Associate:-

Associate tanpa mengira atau sama ada Maklumat Rahsia telah atau diterima oleh Associate:-

- 3.1 Hold in confidence all Confidential Information and not reveal any Confidential Information to any other person without the prior written consent of UniMAP ICT Center;

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- 3.1 *Menyimpan dengan yakin semua maklumat rahsia dan tidak akan mendedahkan mana-mana Maklumat Rahsia kepada mana-mana individu lain tanpa keizinan bertulis terlebih dahulu dari Pusat ICT UniMAP;*
- 3.2 Keep the Confidential Information secret and confidential and diligently protect all Confidential Information against loss, and prevent unauthorized use or reproduction thereof;
- 3.2 *Menyimpan Maklumat rahsia sulit dan rahsia dan dengan tekun melindungi semua Maklumat Rahsia daripada hilang, dan menghalang penggunaan tanpa kebenaran atau pengeluaran semula dari itu;*
- 3.3 If requested by UniMAP ICT Center, or potential client or immediately upon termination of arrangement or contract with UniMAP ICT Center, or the potential client, both sided to return to either party, all Confidential Information, all copies (including backup copies), reproductions, reprints and translations thereof, whether written, electronic or otherwise, in the possession of, or under the control of the Associate.
- 3.3 *Jika diminta oleh Pusat ICT UniMAP, atau pelanggan berpotensi atau sebaik sahaja penamatan perkhidmatan atau kontrak dengan Pusat ICT UniMAP, atau pelanggan berpotensi, kedua-dua belah untuk mengembalikan kepada salah satu pihak, semua Maklumat Rahsia, semua salinan (termasuk salinan-salinan sokongan/sandaran/ penduaan), pengeluaran semula, cetakan semula dan terjemahan-terjemahan dari itu, sama ada bertulis, elektronik atau sebaliknya, dalam pemilikan, atau di bawah kawalan Associate.*
- 3.4 Each party acknowledges that the provisions of this Agreement are only such as are reasonably necessary for the protection of UniMAP or potential ICT user's rights in respect of the Confidential Information and UniMAP ICT Center Intellectual Property. The Associate agrees that damages alone would not be an adequate remedy for the irreparable harm to UniMAP ICT Center, or potential client, its affiliates and UniMAP's business that would result from the violation of any of the provisions of this Agreement, that UniMAP ICT Center or potential client shall be entitled to equitable remedy and that UniMAP ICT Center may enforce its rights under

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this Agreement by bringing suit for injunctive relief or specific performance.

- 3.4 *Setiap pihak memperakui bahawa peruntukan-peruntukan perjanjian ini hanya seperti semunasabahnya perlu untuk perlindungan UniMAP atau hak-hak pengguna ICT berpotensi yang berkaitan dengan Maklumat Rahsia dan Harta Hak Intelek Pusat ICT UniMAP. Associate setuju bahawa ganti rugi sahaja bukan satu remedi mencukupi untuk kerosakan yang tidak dapat dibaiki kepada Pusat ICT UniMAP, atau pelanggan berpotensi, sekutu-sekutunya dan perniagaan UniMAP yang menyebabkan pencabulan mana-mana daripada peruntukan-peruntukan Perjanjian ini, bahawa Pusat ICT UniMAP atau pelanggan berpotensi akan berhak untuk remedi ekuiti dan Pusat ICT UniMAP boleh menguatkuasakan haknya di bawah perjanjian ini dengan membawa guaman untuk pelepasan injunksi atau prestasi spesifik.*
- 3.5 All other balance documents will be shredded and discarded accordingly as deemed fit to the situation by the department head of by the HR department.
- 3.5 *Lain-lain baki semua dokumen-dokumen akan dicarik dan dibuang sewajarnya seperti yang diganggap sesuai dengan keadaan oleh ketua jabatan oleh jabatan Sumber Manusia.*
- 3.6 At end of contract, UniMAP ICT Center will ensure with the adherence of the signed NDA where all documents will be kept for at **least 7 years** and after which all documents will be destroyed.
- 3.6 *Di akhir kontrak, Pusat ICT UniMAP akan memastikan kepatuhan Perjanjian Ketakdedahan (NDA) bertandatangan di mana semua dokumen akan disimpan untuk **sekurang-kurangnya 7 tahun** dan selepas itu semua dokumen akan dimusnahkan.*
- 3.7 Access rights to the company's network, e-mail and premises shall be removed with immediate effect on the date of termination.
- 3.7 *Hak-hak akses kepada rangkaian syarikat, e-mel dan premis akan dibatalkan dengan segera pada tarikh penamatan.*
- 3.8 All assets including information assets such as data in CD/pendrives and other portable media devices shall be returned or deleted as appropriate.

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- 3.8 *Semua aset termasuk aset-aset maklumat seperti data dalam CD /pendrives dan alat-alat media mudah alih lain akan dipulangkan atau dipadam sewajarnya.*
- 3.9 Under no circumstance shall the associate disclose any information especially with respect to source codes, server & network configurations, IP addresses, Firewall configurations and other similar information. This clause 3.9 has no “Time Limit” and is considered for life.
- 3.9 *Tiada di bawah mana-mana keadaan akan associate mendedahkan apa-apa maklumat terutamanya berkenaan kod sumber, pelayan & konfigurasi-konfigurasi rangkaian, alamat–alamat IP, konfigurasi-konfigurasi Peranti Keselamatan (Firewall) dan maklumat lain yang serupa dengannya. Fasal ini 3.9 tidak mempunyai “Time Limit” dan dianggap untuk seumur hidup.*