

Public University Corporation the University of Aizu Information Security Regulation

(Regulation No. 4, April 1, 2020)

(Objective)

Article One This regulation, based upon the provisions of Article 16 and 17 of the University Business Policy Statement, promotes appropriate information management in the Public University Corporation University of Aizu (hereinafter referred to as CORPORATION) by establishing a system relevant to information security.

(Establishment)

Article Two The University of Aizu Information Security Committee (hereinafter referred to as COMMITTEE) shall be established within the CORPORATION.

(Matters of Deliberation)

Article Three The COMMITTEE shall deliberate on the following matters related to information security.

- (1) Matters concerning establishment, amendment, and enforcement of information security policies and relevant regulations
- (2) Matters concerning education and training associated with information security
- (3) Matters concerning the information security audit
- (4) Matters concerning the operation of the information security system
- (5) Matters concerning the countermeasures to prevent reoccurrence of information security incidents
- (6) Other matters concerning information security within the CORPORATION

(Organization)

Article Four The COMMITTEE shall consist of ten or fewer members appointed by the Chairperson of the Board of Executives.

4.2 The position of Chairperson shall be established within the COMMITTEE.

4.3 The Chairperson shall be appointed by the Chairperson of the Board of Executives.

(Term of Office)

Article Five The term of office of the members shall be two years; these members can be reappointed. However, the term of office of a member selected to fill a vacancy shall be the remaining length of the term of office of the individual being replaced.

(Meetings)

Article Six The Chairperson shall convoke meetings and serve as the chair thereof. Should the Chairperson be unable to fulfill his/her duties, a committee member designated by the Chairperson in advance shall fulfill these duties on his/her behalf.

6.2 A member being unable to attend a meeting due to unavoidable circumstances shall appoint a proxy to a meeting from the organization the member belongs to. In prior to holding the meeting, the member shall submit the Letter of Proxy (Form 1) addressing the foresaid individual to the chairperson.

6.3 The proxy shall be eligible to state their opinions and vote.

6.4 The quorum of the COMMITTEE shall be the majority of its constituent members.

6.5 Matters requiring the COMMITTEE's vote shall be decided by a majority vote of those members in attendance; and when there is an equal number of members supporting both sides of an issue, the chair shall render the decision.

(Attendance of Non-members)

Article Seven Non-members shall be eligible to attend to the COMMITTEE meetings and state their opinions at the COMMITTEE meeting when an approval is given by the Chairperson.

(Working Group)

Article Eight The COMMITTEE, for conducting a professional deliberating on the items provided in Article 3, shall establish a Working Group as necessary.

8.2 The working group shall consist of members designated by the COMMITTEE Chairperson.

8.3 The position of Chair shall be established in the Working Group.

8.4 Items necessary for the Working Group shall be prescribed separately by the Chair.

(Confidentiality)

Article Nine Members of the COMMITTEE and the Working Group shall not divulge information acquired through duties thereof. This secrecy provision shall apply to those have left the positions thereof.

9.2 Non-member Individuals attended the COMMITTEE meeting shall not divulge information acquired through meetings, etc. related to the COMMITTEE.

(Administrative Affairs)

Article Ten

Administrative affairs concerning the COMMITTEE shall be performed by the General Affairs and Budget Division of the Administrative Office.

(Supplemental Provisions)

Article Eleven Other than matters provided for in this regulation, those necessary for operations, etc. of the COMMITTEE shall be determined by the Chairperson through a deliberation at the COMMITTEE.

ADDITIONAL PROVISIONS

This regulation shall be enforced as of April 1, 2020.

(Form 1)

Proxy Form

To the Chair of the Committee of Information Security,
the University of Aizu

(YYYY, MM, DD)

(Committee Member)

Division _____

Position _____

Name _____ Seal _____

I hereby appoint the individual below as my proxy with the full power to vote any issue raised at the _____ meeting of the Information Security Committee.

Proxy

Division _____

Position _____

Name _____