



# 《UTM Information Security Policy》

IT001/202412/UTM-GL026/V01

## 1. Purpose

To ensure the confidentiality, integrity and availability of the Macao University of Tourism's (the 'University') information assets. This policy is formulated in order to comply with the requirements of relevant laws and regulations of Macao and protect it from internal and external deliberate or accidental threats. And it provides a security framework to ensure that the information systems and information assets of the University of Macau are protected from unauthorized access, loss or damage and other negative impacts.

The aims of the Information Security policies are:

- to raise awareness;
- to avoid the disclosure of data;
- to avoid breaking the law;
- to avoid causing the University financial and reputational damage.

## 2. Scope

The Information Security Policy applies to all staff, students, alumni and also all other individuals and entities with access to any of the UTM Information systems and assets, including, but not limited to, contractors, service providers, volunteers and visitors.

## 3. Terms and Definitions

- UTM – Macao University of Tourism
- Information System – Hardware, software, devices, networks, media and other resources that store, process or transmit information assets, whether individually or in combination.



- Information Asset – Recorded information that may be verbal, digital, and/or hardcopy, individually-controlled or shared, stand-alone or networked, used for administration, research, teaching, or other purposes.
- Confidentiality - Protection against intentional or unintentional unauthorized disclosure or content of messages
- Integrity – No modifications may be made by unauthorized personnel or processes, Unauthorized modifications have not been made by unauthorized persons or processes. Data is consistent internally and externally
- Availability – Ensuring that relevant personnel have reliable and timely access to data or computing resources
- ISMS – ISO/IEC 27001 Information Security Management Systems
- ITSMS – ISO/IEC 20000 IT Service Management System

#### 4. Related Policies and Guidelines

UTM has obtained ISO/IEC 27001 Information Security Management System (ISMS) and ISO/IEC 20000 Information Service Management System (ITSMS). The Information Technology Division and related business departments strictly implement relevant procedures. In addition, all members must comply with university policies and guidelines related to information security, but not limited to the following:

##### Security Policies

- UTM Computing and Network Resources Policy
- Campus Network Account Password Policy
- Removable Media Assessment Policy
- Internet Policy
- UTM Workstation and Laptop Policy
- Campus Smart Card Policy
- Electronic Mail Policy
- Cloud Storage Policy
- Public User Account Management Policy

##### Guidelines and Regulations

- Freeware and Shareware Policy



- Mobile Device Security and Usage Guideline
- Computer Rooms

#### Security Tips

- Information Security Policy Summary Card
- Information Security Reminders

## 5. Policy Review/Maintenance

This policy and all of its supporting policies and guidelines will be reviewed by the UTM Organization and Information Technology Division annually or as deemed appropriate based on changes in technology or regulatory requirements.

## 6. Liability

- All users should comply with this Statement and the law of Macao.
- Any offence against this Statement may result in disciplinary action within the University.
- For any offence against the law of Macao, UTM will cooperate with the Macao Government for investigation and impose the necessary penalties, including suspension of access to all UTM computing and network resources.

## 7. Legislations

UTM and its staff, students, users and members must adhere to all current Macao laws and regulations not limited to:

- Law No. 13/2019 - Cybersecurity Law  
第 13/2019 號法律 《網絡安全法》 (Chinese ver., Portuguese ver.)
- Law No. 2/2020 - e-Governance  
第 2/2020 號法律 《電子政務》 (Chinese ver., Portuguese ver.)
- Law No. 4/2020 (amendment to Law No. 11/2009 - Law to combat computer crime)  
經第 4/2020 號法律修改及重新公布的第 11/2009 號法律 《打擊電腦犯罪法》  
(Chinese ver., Portuguese ver.)
- Law No. 8/2005 Personal Data Protection Act  
第 8/2005 號法律 《個人資料保護法》 (Chinese ver., Portuguese ver.)



- Law No. 14/2001 Basic Law for Telecommunications  
第 14/2001 號法律 《電信網要法》 (Chinese ver., Portuguese ver.)
- "Regulation of cybersecurity management standards" and the "Regulation of cybersecurity alert, response and reporting" published on Official Gazette of the Macao Special Administrative Region, issue 20, II Group on 13 May 2020 by the Cybersecurity Incident Alert and Response Centre  
網絡安全事故預警及應急中心 《網絡安全——管理基準規範》及《網絡安全——事故預警、應對及通報規範》 (Chinese ver., Portuguese ver.)

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