

ACTRIS ERIC ICT policy

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Approved: 1st ACTRIS ERIC General Assembly

6th June 2023

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1. Overview

ACTRIS ERIC is foreseen to use and possess a lot of Information and Communication Technology (ICT). This includes the document management system, workflow tools, interactive calendar, website, databases for various services, system for National Facility labelling, system for access services, access administration for the website and other systems, and potential other systems needed to manage the ERIC and the research infrastructure. All these together are defined as ACTRIS ERIC ICT assets.

Establishment of ICT Policy is an important step towards ensuring that ICT will assist ACTRIS ERIC to attain its objectives. The ICT Policy will ensure that the ICT assets and their capacity are utilized effectively and are in alignment with ACTRIS ERIC's strategic objectives and relevant legislation and standards.

2. Definition and purpose of the policy

This ICT Policy outlines the principles along which procurement and use of ACTRIS ERIC ICT assets are handled in ACTRIS ERIC. The purpose of the policy is to ensure that ACTRIS ERIC ICT assets and related information systems are classified, effectively utilized and managed, and protected from unauthorized use or loss.

This policy describes the ACTRIS ERIC principles related to ICT governance, physical and environmental management, operations management, management of access to and use of ACTRIS ERIC ICT assets, system acquisition, development, and maintenance, and ICT security and incident management.

3. Scope of the policy

This policy is applicable to ICT assets owned or leased by ACTRIS ERIC, managed by ACTRIS ERIC, or being part of the research infrastructure ICT systems related to ACTRIS ERIC. ACTRIS ERIC staff, especially system developers and administrators of ACTRIS ERIC ICT assets shall follow the policy. The ICT assets of partners to which ACTRIS ERIC is connected on contractual basis are not within the scope of this policy.

Besides this ACTRIS ERIC ICT policy there will also be a separate ACTRIS ERIC ICT Management Plan which covers the practical guidelines and details how the ICT assets and administrative data are to be handled in ACTRIS ERIC. Guidelines regarding scientific data management are covered by ACTRIS Data Policy and ACTRIS Data Management Plan.

4. Principles in handling ACTRIS ERIC ICT assets

4.1 ICT Governance

ACTRIS ERIC is responsible for implementation, maintenance, and control of the ACTRIS ERIC ICT assets that are needed to run the operations of ACTRIS. ACTRIS ERIC shall ensure that these ICT assets and the related resources are suitable for supporting strategic objectives of ACTRIS ERIC and ACTRIS. It shall also ensure compliance with the national and EU legislation and provide the adequate level of data security both at technical level and in the processes where data is handled. ACTRIS ERIC will develop the needed procedures

for classifying and handling ACTRIS ERIC ICT assets based on their level of sensitivity, value, and criticality to ACTRIS and ACTRIS ERIC.

When needed, part of the work in acquiring and operating the ACTRIS ERIC ICT assets can be outsourced to ACTRIS partners with required expertise or to external suppliers, with the condition that appropriate contractual arrangements are established, documented, and monitored. Despite of potential outsourcing the responsibility and ownership of the assets should remain at ACTRIS ERIC.

ACTRIS ERIC shall ensure that all its employees are aware of and acknowledge this policy and related procedures. This ICT policy must be effectively communicated to users of ACTRIS ERIC ICT assets to ensure they can familiarise with the procedures depending on their role in ACTRIS and in the ICT systems.

4.2 Physical and environmental management

ACTRIS ERIC will apply procedures and measures to ensure the physical safety and conditions of the needed ICT equipment to minimise or remove the risk of equipment or information being rendered inoperable or inaccessible, or being accessed, used, or removed without authorisation.

4.3 Operations management

ACTRIS ERIC will ensure that operational procedures and controls are documented and implemented to ensure that all ACTRIS ERIC ICT assets are operated and managed securely and consistently, in accordance with the level of required security. ACTRIS ERIC shall ensure that its ICT systems fit the current needs and are flexible for future needs of the ERIC and are in line with the ERICs strategic plans.

The number and length of service gaps in the ACTRIS ERIC ICT system are to be minimized. ACTRIS ERIC will establish processes to assess and reduce the risk and impact of the loss of Information and ICT assets in the event of a disaster or security failure and to enable ICT recovery.

4.4 Management of access to and use of ICT assets

ACTRIS ERIC will control access to all information and ICT assets under its responsibility, based on business requirements and assessed/accepted risks. All non-confidential documentation of ACTRIS ERIC is to be openly available or provided upon request.

4.5 System acquisition, development and maintenance

ACTRIS ERIC is responsible for ensuring that its staff follows this ICT policy and other relevant rules and legislation in procuring, using, and developing the ICT infrastructure. Beyond this, the following points are to be taken into account:

- I. When purchasing software from external suppliers, open-source software and commonly used solutions should be prioritized to maximize interoperability and development capability for addressing future needs.
- II. When purchasing hardware and software to ACTRIS ERIC, the appropriate balance between costs, risks, and long-term and short-term benefits shall be considered.

4.6 ICT security and incident management

ACTRIS ERIC will ensure that adequate cyber security means and protocols are in place and are managed efficiently to maintain secure operations. Procedures for management of and response to information security incidents are to be developed, to ensure all information security incidents are reported and escalated (where applicable) through appropriate management channels and/or authorities without undue delay.