

## **Data Integrity Policy**

Policy# ACE-PUTOR

Effective Date: 05/01/2023

Responsible Department: Information Technology Services

### **1. PURPOSE**

Data is an important asset of the University of Port Harcourt - ACE-PUTOR. Data is not only used for operational purposes, but also utilized for analysis, control, and strategic decision-making. To maximize effectiveness, mechanisms must be developed to collect, safeguard, and distribute accurate, consistent, useful information to appropriate employees and affiliates of the Foundation.

### **2. APPLICABILITY**

This policy applies to full, part-time and temporary Uniport (ACE-PUTOR) and Uniport employees, contractors, consultants, interns, students, and other workers at the centre, including all personnel affiliated with third party employees, who use ACE-PUTOR technologies and resources.

### **3. POLICY**

Information maintained by the ACE-PUTOR is a vital asset that will be available to all employees who have a legitimate need for it, consistent with the Centre's responsibility to preserve and protect such information by all appropriate means. The Foundation is the owner of all Foundation data, defined as the collection of data elements that are relevant to the operations, plans, or management of a centre unit or are reported on or used in official administrative university reports; individual departments may have stewardship responsibilities for portions of that data. The ACE-PUTOR intends that the volume of freely accessible data be as great as possible. While recognizing the Centre's responsibility toward the security of data, the procedures established to protect the data must not unduly interfere with the efficient conduct of Foundation business. To maintain and protect the value of ACE-PUTOR data, users accessing data must observe requirements for confidentiality and privacy, must comply with protection and control procedures, and must accurately present the data in any use. To protect the reliability of data, users will comply with all reasonable protection and control procedures for Foundation data to which they have been granted access.

Users shall use UCF and ACE-PUTOR data responsibly in accordance with this policy, with PUTOR policy for 4-008.1 Data Classification and Protection, and with the Non-Advancement and Affiliate Data Access Policy.

#### **4. CLARIFICATION**

Certified as approved by the ACE-PUTOR Board of Directors on 05-01, 2023.

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