



Deanship of Information Technology

**Al-Imam Muhammad Ibn Saud
Islamic University Riyadh**

BCMS Policy



Document Control

Version History

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Approval

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1. Introduction

Al-Imam Muhammad Ibn Saud University recognizes and acknowledges that the protection of its assets, business operations, and services is a major responsibility to safeguard the interests of its stakeholders. As part of a national initiative to automate and provide accessible services to its students, faculty, and employees, the University seeks to establish a viable plan for the recovery and continuity of its electronic services (e-services) in case of disasters.

Al-Imam Muhammad Ibn Saud University is committed to supporting resumption and recovery efforts at alternate facilities, if required. The University and its management are responsible for developing and maintaining a viable continuity & recovery plan that conforms to acceptable insurance and ethical practices, and is consistent with the provisions and direction of the University's strategic and tactical plans. The plan will also support the philosophy of providing and maintaining the highest quality of services to its students, faculty, and staff.

The Deanship of Information Technology has been established in 1430 to manage the technology and e-services at the university.

The vision of the Deanship of IT is "to enable Al Imam University to be the pioneer in the field of electronic services through the creation of a distinct integrated environment for information technology"

The mission statement is "Improving the services offered by the University and provide an environment of high-quality electronic services that are based on information and communication technology in line with the Kingdom of Saudi Arabia strategies to operationalize the concept of e-government in all public universities deanships"

The main objectives of the Deanship of information technology:

- Hire the best global practices and information systems and IT tools to increase efficiency and effectiveness in the administration and regulation, as well as alignment with the e-government.
- Promote the use of information technology solutions to support the policies, processes and procedures that increase the accountability, transparency and responsibility in all functions within the university.
- Enhance the Infrastructure and IT tools that support the faculty for excellence in teaching and research development.
- Enhance the Infrastructure and IT tools that support students to develop academic success.



2. Purpose, Scope and Users

The purpose of this Policy is to define the objective, scope and basic rules for business continuity management.

This Policy is applied to the entire Business Continuity Management System (BCMS).

Users of this document are all employees of Deanship of Information Technology at Al-Imam Muhammad Ibn Saud University Riyadh, as well as all suppliers and outsourcing partners who have a role in the BCMS.

3. Policy Statement

The Deanship of Information Technology at Al-Imam Muhammad Ibn Saud University Riyadh plays a fundamental role in providing Stakeholders and staff of the university as well as internal deanships and departments with the best-in-class information technology services and specialized solutions as well as managing available resources efficiently.

Being at this position, the Deanship of Information Technology recognizes, and is fully committed to provide a continuous service to its' customers and to protect the interests of stakeholders that collectively ensure the viability of the Deanship of Information Technology. Deanship of Information Technology is also committed to meeting all applicable legal and regulatory obligations, Federal requirements as well as directives from concerned official government bodies.

The Business Continuity Management System (BCMS) applies to all units, functions, processes or business elements that are considered critical, shall have a recovery plan for its operations within an agreed strategy.

Therefore, as an integral part of the business, Deanship of Information Technology adopts the following reactive and proactive approaches to minimize the effects of any major incident:

- Create & maintain risk and impact analysis program and an aligned business continuity program.
- Develop business recovery strategies and plans to mitigate major risks.
- Make business continuity and disaster recovery (DR) planning a constituent part of all existing and new business requirements specifications.
- Provide the requirements for policies that will require third party suppliers of services to have suitable and tested contingency or recovery strategies in place.
- Develop critical business applications to employ systems architectures which provide for continuous operation under primary system failure.
- Prepare testing and audit plans, and conduct rehearsals to provide confidence that people are aware of their roles, and the processes to deliver their objectives.
- Continually improve the suitability, adequacy and effectiveness of the business continuity management system.

This policy is based on the "Business Continuity Management standard and guide" issued by the "International Organization for Standardization" ISO 22301 - Societal Security – Business



Continuity Management System – Requirements.

This policy shall be communicated to all employees of the Deanship of Information Technology at Al-Imam Muhammad Ibn Saud University Riyadh. All individuals in the Deanship must comply with this policy as applicable to them. Each directorate/sector/department is responsible for its own BCM preparedness at all times.

This policy shall be reviewed for continuous suitability on an annual basis & when significant changes occur.

4. Reference Documents

- ISO 22301 standard, clauses 4.1, 4.3, 5.3, 6.2 and 9.1.1
- Project Plan for Implementation of the Business Continuity Management System
- List of statutory, regulatory, contractual and other requirements
- Risk Treatment Plan
- Preparation Plan for Business Continuity
- Procedure for Corrective and Preventive Action
- List all contracts obliging the organization to implement business continuity management.