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Security advice

# Information security policy



The security of information is important. Personal data of Wageningen University & Research staff members and students must be protected. The organization also carries out contract research that is confidential and in some cases secret. Wageningen University & Research wants to retain control of its research data and carry out research that may be patentable. Access to buildings, test locations and chemicals must be controlled in a safe way. In addition, the organization has to comply with various contracts, licences and legislation and regulations. So there are many reasons for keeping information secure.

## Limit risks

Information security is about much more than just electronic information in IT applications. It also covers the behaviour of staff members, such as how they handle passwords. It is about buildings too (access control,

for example) and about physical information (such as printed documents). Information security is therefore an integral and very broad concept. It covers all the requirements and measures that are assured by the security aspects of Wageningen University & Research's IT policy. The organization's vision on information security is set out in the information security policy. This policy aims to give optimum support to the primary operational processes of research and education by limiting the risks and utilizing the opportunities.

## From public to secret

Wageningen University & Research is open where possible and closed where necessary. Knowledge sharing and openness are important core values for research and education. At the same time, Wageningen University & Research is also managing confidential and secret datasets. To handle this properly, all information is classified according to a scheme that uses the following confidentiality classifications:

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- **Public** - The information is explicitly publicly available. No restrictions on distribution.
  - **Internal** - All information is internal by default, i.e. unless otherwise classified. The information may be viewed by all staff members, students and registered external staff.
  - **Confidential** - A common classification for information sharing within a limited group. This includes e.g. all information covered by the Dutch Personal Data Protection Act or information about contract research with confidentiality agreements. Access to this information is based on the job function or a special role that someone has.
  - **Secret** - An exceptional classification for information that would have a huge impact if it were to get out. Access is strictly protected and only granted to specific individuals.

There are specific security requirements for each classification in terms of the creation, distribution, storage and destruction of the information. The appendix to the information security policy gives a more detailed description of each classification.

### Disasters

The information systems are also classified based on the required availability during disasters. There is a difference between occasional, regular, operationally critical and essential. This division is especially important for major disasters where it is necessary to determine which information systems should be made available first.

### Security management

The security officer coordinates the information security process and supports the organization and the information owners, who bear the final responsibility for taking appropriate control measures. The control measures range from installing antivirus software to carrying out security tests on new applications. Wageningen University & Research also participates in the national SURF audit to assess whether its information security meets international standards and privacy legislation.

For more information, please contact the IT Service Desk via [servicedesk.it@wur.nl](mailto:servicedesk.it@wur.nl) or on 0317-488888, or have a look on [www.intranet.wur.nl/security](http://www.intranet.wur.nl/security)

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