



Information and Communication Technology Policy

Introduction

The laboratory recognises the importance of having an effective Information and Communication Technology (ICT) policy in place to ensure that its information and communication systems are properly managed and secure. This ICT Policy outlines the laboratory's approach to ICT management.

Purpose

The purpose of this ICT Policy is to ensure that the laboratory's information and communication systems are managed in a secure and efficient manner, and that they are used in accordance with the laboratory's policies and procedures.

Scope

This ICT Policy applies to all information and communication systems used by the laboratory, including computers, servers, networks, and data storage systems.

Policy

The laboratory will take appropriate measures to ensure the security of its information and communication systems, and will protect its information against unauthorised access, use, disclosure, alteration, or destruction.

The laboratory will establish a comprehensive ICT management framework that includes the following components:

- **ICT Infrastructure:** The laboratory will maintain a secure and reliable ICT infrastructure that includes hardware, software, and network components.
- **ICT Support:** The laboratory will provide ICT support to all personnel who need it and will ensure that they are trained in the use of its ICT systems.
- **ICT Maintenance:** The laboratory will maintain its ICT systems in accordance with manufacturer recommendations and will perform regular maintenance and upgrades as necessary.

The laboratory will manage its data in accordance with its data management policy and will ensure that its data is stored securely and backed up regularly.

The laboratory will ensure that its e-mail and internet systems are used in accordance with its policies and procedures, and that they are not used for unauthorised purposes.

The laboratory will ensure that its mobile devices, including smartphones and tablets, are used in accordance with its policies and procedures, and that they are secured against theft or loss.

The laboratory will ensure that all ICT equipment and systems are procured in accordance with its procurement policy, and that they are evaluated for their security and reliability before they are put into use.

The laboratory will monitor the performance of its ICT systems and will take appropriate steps to improve their performance and reliability.

Conclusion

The laboratory is committed to ensuring that its information and communication systems are properly managed and secure, and that they are used in accordance with the laboratory's policies and procedures. This ICT Policy provides a framework for the laboratory's approach to ICT management and sets out the steps that it will take to ensure that its information and communication systems are properly managed and secure.