



Electronic Data Processing

Elektronik Bilgi İşlem Sistemi

Bilgisayarlar kendilerine programlanmış olarak verilen bilgileri elektronik ortamda çok hızlı bir şekilde işleyen ve değerlendiren makinelerdir. Bilgisayarlarda diğer tüm makineler gibi işlem makileridir. En büyük ve ayırt edici özellikleri ise bilgi işlemeleridir. Daha önceden verilen programlara göre, bilgilerin verilmesinden itibaren sonuca dek işlemleri otomatik olarak yürütürler.

EDP Information Assets Classification System

PURPOSE

1. To define a Classification System that identifies Electronic Data Processing information assets and specifies their individual needs for protection.

GENERAL

2. The security of valuable EDP information assets depends on first identifying them, then assigning Ownership, and then labelling them as to how much protection they need, and for how long.
3. The initial classification of all EDP information assets is the determination by the Owner as to whether they are sensitive (to disclosure) or critical (to loss) in case of disaster. If neither, they are denoted non-sensitive and non-critical and are exempted from further classification. The Custodian of the EDP system on which they are maintained may require that they be identified and their exempt status recorded, along with any specified retention period, (see item 19).
4. All academic and administrative EDP information assets that are sensitive or critical (or include essential records) must be assigned a classification by their Owner. This should be maintained in an inventory. Private EDP information assets may be classified at the Owner's discretion, or to meet custodial or University archival policy requirements.
5. Ownership, as here defined, is the exercise of management responsibility over an EDP information asset on behalf of the University, with corresponding accountability. It does not imply any personal title of the "Owner" to the asset.
6. Responsibilities of Owners and Custodians for administrative and academic EDP information assets, including their classification, are described in [Procedures 21-1](#) and 21-4 respectively. No special provisions are made for private information.
7. EDP information assets are also documents, and as such are subject to [Policy 23](#). They must be assigned a retention period. Owners must add this archival attribute to those for EDP security, according to procedures established by the Chief Archivist.
8. A preliminary classification of an EDP information asset should be assigned by the creator, if other than the Owner. Only the Owner, or the Owner's supervisor, is authorized to change the classification. Reassignment of Ownership of an EDP information asset that was exclusively held by a single individual Owner (i.e. not shared with others owning duplicate copies), requires the approval of the Owner's superior.



DEFINITIONS

9. Electronic Data Processing Information Assets comprise computer systems software, application systems software, programs, associated data, and copies thereof on paper or other media.