Department:	Management of Information	
Document:	Multidisciplinary Policy and Procedure	
Title:	Confidentiality, Integrity and Data Security Policy	
Applies To:	All MCH Staff	

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HEALTH HOLDING

HAFER ALBATIN HEALTH CLUSTER MATERNITY AND CHILDREN HOSPITAL

1. PURPOSE:

1.1 Preventing unauthorized persons from logging on to the work stations, using the system applications or accessing the database unless having a username and password.

2. DEFINITONS:

2.1 **Information Confidentiality:** controlling use and disclosure of personal information so that only authorized persons have accept to such information.

2.2 **Information Security:** the protection of information from unauthorized alteration, addition, change, distraction or disclosure, whether intentional or accident.

2.3 **Information Integrity:** protecting information from accidental or unauthorized intentional change.

3. POLICY:

3.1 It is a Maternity and Children Hospital Hafar Al Batin policy to maintain Inf. Confidentiality and integrity as per laws & regulations .

4. PROCEDURE:

4.1 All workstations in the hospital which connected to the network are secured to be logged in by a username and password and controlled by I.T department's staff. As a policy the user password is limited to 30 days and should be changed within 7 days from expiry, within this period (10 Days) the user get a warning message at log in to change his password by entering the current password and a new password which should be different.

4.2 To log in to the hospital management system applications the user should have his own username and password which can be issued by I.T department in health affairs only.

4.3 Each user should have an I.D number issued from human resources before issuing to him a username and password.

4.4 The system applications' users are categorized, having different rights of access to the database depending on the needs of each user, and can be updated any time by I.T department's staff only getting the approval of his department's head for the new rights.

4.5 Internet access requires a username and password which can be issued from I.T Department only according to the approval of the top management.

4.6 Intranet :

    4.6.1 All users having access to the local network are authorized to access the Intranet material without username and password.

    4.6.2 Only the I.T department's staff are authorized to upload and update the intranet material, and all the uploaded materials should be approved according to the uploading policy.

4.7 When a user staff request for vacation's clearance or final clearance, his/her account will be disabled and his/her username has to be set to expired and change his/her password.

4.8   Any employer want access for our system must be send letter signature from his/her head department.

4.9   We have Kaspersky security center for protect our system, network, computers and servers.

4.10   Every day MOI Employers check Data center room for air condition and any problems. inside data center room has fire system alarm.

4.11   Any data inside any departments not access for all employers is access only for head of departments and employers is have access to arrive for data or use it.

4.12   The data is kept inside closed room with access door security and cannot all employer can access for data without permissions for the head department responsibility for this data or the access door fingerprint.

4.13   All employers inside hospital were signing a confidentiality agreement.

5. MATERIAL AND EQUIPMENT:

5.1   Computer

6. RESPONSIBILITIES:

6.1   MOI Employers

6.2   Head departments or employers have access permissions for data
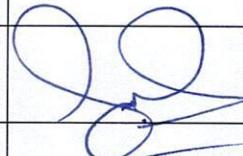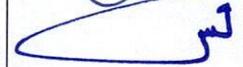
7. APPENDICES:

N/A

8. REFERENCES:

8.1   Kingdom of Saudi Arabia, General Directorate of Health Affairs (Hafar Al Batin), King Khaled General Hospital, Policy and procedure

8.2   Kingdom of Saudi Arabia, Ministry of Health, Bisha General Hospital

9. APPROVALS:

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