



CF Item Barcode Sign

Page 1
Date 07-Mar-2005
Time 2:41:47 PM

Login Name John Manfredi (Records Assistant II)



UN-CS-RAI-USAA-DB01-2005-00069

Expanded Number **UN-CS-RAI-USAA-DB01-2005-00069**External ID **CF-EXD-2003-023**

Title

UNICEF's Information Security Policy and related Code of ConductDate Created
31-Oct-2003 at 2:20 PMDate Registered
07-Mar-2005 at 2:21 PM

Date Closed

Primary Contact Karin Sham Poo
Owner Location Common Service Task Force
Home Location WGARM Working Group Archives & Records Management
Current Location/Assignee Common Service Task Force since 07-Mar-2005 at 2:20 PM

FI2: Status Certain? No

FI3: Record Copy? No

d01: In, Out, Internal Rec or Rec Copy

Contained Records
Container

Date Published Fd3: Doc Type - Format Da1:Date First Published Priority

Record Type **A02 UN-CS-RAI-COMMON SERVICE EG ARM ITEM WRITE**
Document Details **Record has no document attached.**

Notes

See **UN-CS-RAI-USAA-DB01-2005-00070 "UNICEF Information Security Policy"**
and **UN-CS-RAI-USAA-DB01-2005-00071 "Standards of Electronic Conduct"**.

Print Name of Person Submit Image

Signature of Person Submit

Number of images
without cover

UN-CS-RAI-USAA-DB01-2005-00069

FROM THE EXECUTIVE OFFICE

CF/EXD/2003-023

31 October 2003

FOR ACTION

TO: All Staff

FROM: Karin Sham Poo
Deputy Executive Director



SUBJECT: UNICEF's Information Security Policy and related Code of Conduct

I am writing to apprise you of the recent update to our policy regarding the use of UNICEF's information systems. The updated policy is outlined in two documents (see attached):

- * ANX
1. *UNICEF Information Security Policy* sets out a comprehensive policy framework for establishing and maintaining controls on information that is stored electronically.
- ** ANX
2. *Standards of Electronic Conduct* sets out the standards of conduct expected by the Organisation, of all staff members and non-staff members, when making use of UNICEF's electronic hardware and software and other electronic devices such as telephones and fax machines.

All staff should ensure that they are familiar with the tenets expressed in the above documents and implement them in their daily work. Thank you for your attention to this very important matter.

* See UN-CS-RAI-USAA-DB01-2005-00070

** See UN-CS-RAI-USAA-DB01-2005-00071