

RIKEN

Basic Policy for Information Security

Version 1.0
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1. Purpose

National Research and Development Institute RIKEN (hereinafter “the Institute”) implemented the Basic Policy for Information Security (hereinafter “the Basic Policy”) to ensure Confidentiality, Integrity and Availability of information assets within RIKEN, thereby fulfilling RIKEN’s social responsibility and Institute’s business continuity.

2. Scope

This Policy shall apply to all information, information systems and network facility related to the research activity of the Institute.

3. Legal compliance

All executives and employees and personnel working at the Institute must comply with the laws on information security and the guidelines and regulations stipulated by the Japanese Government.

4. Information Security Organization

The Institute shall implement an information security measures to control information security in a standardized manner for the entire Institute.

5. Information Security Regulations

The Institute shall implement the Regulations for Information Security that stipulates the basic principles to clarify the scope of responsibility, authority and standards.

6. Information Security Measures

The Institute must act to prevent information security incidents by taking required measures concerning the information assets appropriately and to response promptly to minimize the damage preventing a reoccurrence of any information security incident.

7. Information security education and training

All executives and employees working at the Institute must ensure to take information security measures appropriately through education and training to understand the importance of information security.

8. Assessment and improvement of information security measures

The Institute shall regularly check and evaluate compliance with the Basic Policy and the Regulations for Information Security and shall promote the continuous improvement of information security.