National Institute of Social Development
Policy on Information

Policy Title: Policy on Information

Policy Number: 09

Functional Area: Administration, Academic, Research

Effective Date: 11.07.2024

Approving Authority: The Governing Council, National Institute of Social Development

Administrative Responsibility: DG/ ADG/ DAF

9.1. Rationale:

The National Institute of Social Development (NISD) operates within a framework where a significant amount of information is collected, stored, and utilized for administrative, academic, and research purposes. It's imperative to delineate what information can be disclosed and what must remain confidential. Thus, an Information Policy (IP) is essential to govern:

9.1.1. The utilization of information stored within the institute system.

9.1.2. The implementation of appropriate security measures to protect this information across different university and institute systems of the institute

9.1.3. The safeguarding of confidential information from unauthorized access or disclosure to third parties, except when legally required or with permission from authorized parties, adhering to legal frameworks like the Right to Information Act.

9.2. Purpose:

The purpose of this policy is to provide clear guidelines for utilizing information for decision-making purposes, ensuring the efficiency and integrity of the system.

9.3. Scope:

This policy extends to all stakeholders of NISD and the broader society.

9.4. Policy Statement:

The Information Policy (IP) encompasses practices aimed at facilitating the creation and dissemination of information pertaining to the Institute and society.

9.5. Definitions:

9.5.1 Directory Information: Refers to faculty/staff and student directory information available through university information technology systems, including names, addresses, phone numbers, and email addresses. This information is restricted to NISD operations and not disclosed to non-related third parties without proper authorization.

9.5.2 Non-Directory Information: Confidential information includes non-directory information such as student, alumni, and employee records, institute financial records, trade secrets, and other confidential information as per institute policies and practices.

9.5.3 Institute Information: Encompasses both directory and non-directory information stored in various systems operated by NISD. This policy does not establish ownership rights for materials or intellectual property produced by users of Institute systems.

9.6. Titles of Related Policies, Procedures, Forms, Guidelines:

Right to Information Act, Intellectual Property Act, examination manual

9.7. Keywords:

NISD, Information Policy, Right to Information Act

9.8. Note:

This comprehensive Information Policy is crucial for ensuring the responsible use and protection of information within NISD, safeguarding confidentiality while facilitating efficient operations and decision-making processes.