

# TANZANIA SCOUTS ASSOCIATION



## INFORMATION AND COMMUNICATION TECHNOLOGY POLICY

### Schedule of Amendments and Approval

Document Number	Revision	Approval Reference	Date
TSA/DOC/023	Creation	5 <sup>th</sup> Ordinary Meeting of the National Executive Committee	4 <sup>th</sup> June, 2016

**APPROVAL OF THE POLICY**

This is an official Information and Communication Technology Policy for Tanzania Scouts Association, having been presented to the National Executive Committee and approved. As thus, we members of Executive Committee of Tanzania Scouts Association hereby commit that we will abide by this Policy document from date of endorsement.

Thus signed on this day \_\_\_\_\_ of \_\_\_\_\_ 2016 in Dar es Salaam.

\_\_\_\_\_  
**Chief Commissioner**

\_\_\_\_\_  
**National Executive Chairperson**

\_\_\_\_\_  
**National Executive Commissioner**

\_\_\_\_\_  
**Honorary Secretary**

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## 1. INTRODUCTION

### 1.1. Background

The Tanzania Scouts Association (TSA) is a non-governmental organization registered by the Government of the United Republic of Tanzania in 1968 under the Trustees Incorporation Act (CAP. 318 – R. E. 2002). The TSA is a registered member of the World Organization of Scout Movement (WOSM).

The TSA is a voluntary non-partisan and not for profit sharing educational association for young people. It is open to all without any form of discrimination. The Association is guided by a clear Vision, Mission Statement and Core Values. The Vision of the Association is *'By 2023 Tanzania Scouting will be the national leading educational youth movement enabling 3,000,000 young people to be active citizens creating positive change in their communities and in the world based on shared values.'* as supplemented by the Association's Mission Statement which tasks the Association *'to contribute to the education of young people, through a value system based on the Scout Promise and Law, to help build a better world where people are self-fulfilled as individuals and play a constructive role in society'* and our Core Values of

#### (i) Our Services

- a) By standards we develop young people into practical individual leadership, through Patrol System in responsibilities and qualities.
- b) Systematically, to Scouts we develop young people into subordination of self to the interest of the whole through self control involving team spirit of cooperation and comradeship.
- c) Strongly to encourage young people in learning by doing and by constant trials experience is gained by both Scouts and the leaders.

#### (ii) What you can expect from us

- a) Quality Services to young people provided by our committed and experienced diligent trainers and group leaders.
- b) Adult resource involvement in nurturing of young people in different skills and folklores.
- c) Developing young people's character on their duty to God and in shaping their moral life.
- d) Developing into young people's character on their duty to the country in becoming future responsible citizens.
- e) Working very closely with the parents and guardians of the young people to build rapport in the whole process

#### (iii) Responsiveness

- a) We deal with all our young members, sponsoring authorities and other stakeholders enquiries and concerns quickly and effectively
- b) We make access to our services easier and convenient.
- c) We act ethically and with integrity at all times.

#### (iv) Accessibility

We will be available to our young people, sponsoring authorities and all stakeholders seven days a week.

Successful implementation of the vision and mission is heavily dependent upon the implementation of Information and Communication Technologies (ICT) to support the delivery of the various services.

This document provides policy guidelines on the development, deployment management and maintenance of modern ICT services for the Tanzania Scouts Association.

## **1.2. Rationale for Development of the ICT Policy**

The ability of the TSA to achieve its goals will depend on the effective use of ICT. In this regard ICT is required to support every aspect of the TSA Mission. Furthermore, ICT will play a critical role in the attainment of the objectives of the TSA in the current digital World where we see a lot of development in the application of ICT. Smooth functioning and operations of systems already implemented and the ones to be implemented at TSA offices can only be assured if establishment, operation and extension of systems are effected within a clear policy framework that takes cognizance of the TSA overall strategic priorities.

## **2. POLICY OBJECTIVES AND SCOPE**

### **2.1. Objectives**

The primary objective of this Policy is to ensure that all Information and Communication Technology equipment and Systems of the Tanzania Scouts Association are implemented and operated in a manner that does not compromise the integrity, confidentiality and continual availability of information or data.

Furthermore, the Policy will ensure that the Information and Communication Technologies are effectively used to meet TSA strategic priorities.

The policy also aims at ensuring that computer assets are properly protected and secured.

### **2.2. Scope**

This policy applies to all computer equipment and resources of the Tanzania Scouts Association, including those, which are owned, leased or operated by the Company. It also covers all employees of TSA, third parties and their employees, agents and other persons affiliated to them who are expressly or otherwise authorized by the Tanzania Scouts Association to use or work on its computer assets and resources.

### **3. TOOLS FOR POLICY IMPLEMENTATION**

For the purpose of ensuring proper implementation of this Policy, the National Executive Committee (EXCO) shall formulate standards, procedures, rules and guidelines to direct usage and safety of all its computer assets and resources. National Executive Committee shall from time to time implement changes to those standards, procedures, rules and guidelines, as circumstances would require, and particularly for maintaining continuity in the security of TSA's computer assets and providing secure and reliable operations according to best practices.

#### **3.1. Procedures and Guidelines**

The National Steering Committee shall oversee the administration of this Policy, define and enforce standards, regulations, procedures, rules and guidelines.

Procedures shall specifically be defined and implemented to ensure that:

- i. No computer information system shall be implemented without effective ICT security measures being in place;
- ii. Only ICT systems that enhance the TSA's position and provide sustainable operational flexibility and technical compatibility are implemented;
- iii. ICT systems are operated, maintained and supported in such a way that ensures continuity of operations and no loss of revenue or reputation to the TSA; and,
- iv. There is optimal utilization of ICT systems through staff that are appropriately trained to become competent and responsible for duties assigned to them.

#### **3.2. Best Practice Principles**

The National Steering Committee shall ensure that Computer and Information Technology (ICT) System are implemented based on best practice principles, including:

- To ensure that no ICT System is implemented without effective security measures to safeguard the integrity, confidentiality and continual availability of the TSA's information.
- To ensure separation of duties for the TSA's ICT security function from other ICT functions.

- Access to computer assets of the TSA shall be controlled and restricted to authorised persons with proper identification and, authentication.
- All computer systems shall be implemented after taking into consideration risks involved, threats, disaster recovery and business continuity.
- All the TSA's computer systems shall be appropriately audited.
- All users of the TSA's computer assets and other related equipment shall be required to observe and comply with all existing procedures, guidelines, rules and regulations and approved standards for secure and safe utilisation of the TSA's Computer and Information Technology Systems.
- To ensure that all users of the TSA's ICT assets comply with the relevant rules and regulations and take appropriate measures against the offending parties.

#### **4. COMPLIANCE**

- a. All employees and volunteers of the TSA and all other authorized users of the TSA's ICT shall comply with the requirements of the Policy.
- b. The Executive Committee shall audit the TSA's computer networks and systems at least once a year to ensure compliance with the Policy. The audit shall cover all computer assets owned or operated by the TSA or any other computer assets used in the operations of the TSA.
- c. The purpose of systems audits shall be to:
  - i.) Ensure integrity, confidentiality and availability of information and computing assets and resources; and,
  - ii.) Establish non-compliance.

#### **5. RESPONSIBILITIES**

The following shall ensure adherence to the Policy: -

All Users:

- All Users shall be responsible for safeguarding the computer assets of TSA against all types of threats and alert the National Steering Committee of all vulnerable areas. Users shall also comply with all security controls set out in this Policy and any regulations adhering to this policy.

**Heads of Departments/Independent Units** i.e. Assistant Chief Commissioners / Executives shall:

- Ensure that all users under their supervision are aware and comply with the Policy.
- Provide adequate and appropriate protection to ICT assets and resources under their control; and,
- Ensure availability, integrity and confidentiality of information produced by systems under their areas of functional responsibilities, and thereby ensure continuity of operations.

**Assistant Chief Commissioner** responsible for ICT and Innovations shall have the task of overseeing the overall administration of the Policy; in particular, he/she shall:

- Plan ICT security review programmes.
- Monitor adherence to the ICT Policy and Regulations, and the presence of potential and other risks by conducting periodic ICT security reviews.
- Keep abreast of ICT Security developments in respect of the ICT industry in general and TSA's systems in particular.
- Initiate and recommend proposals to change, modify or improve the Policy.
- Provide advice to National Steering Committee and guidance to users on all issues related to ICT security.
- Ensure problem trouble shooting and effectively solution diversing.
- Ensure system availability and that all problems arising on IT operations are solved in a timely manner.
- Ensure IT resources are sufficiently insured.