



RRA Information Security Policy

1 The Purpose

This document sets out the foundation underpinning information security management at Rwanda Revenue Authority. It is approved and signed by management as a commitment to the implementation of the Information Security Management System.

2 The Scope

This policy covers all Rwanda Revenue Authority staff, consultants and third party working under contract for RRA. They shall abide by the requirements of this policy.

The scope of RRA Information Security Management System is applied to the **accessibility, exchange and storage of tax and revenue information, information processing systems as well as their business continuity facilities**. This scope is applicable to tax collection systems, network infrastructure and storage facilities at the main datacenter and the disaster recovery facility.

3 Policy Statement

Rwanda Revenue Authority is committed to ensuring protection from loss of confidentiality, integrity and availability of its critical information including client information.

Rwanda Revenue Authority is committed to ensuring that compliance to all relevant regulatory and legal requirements and contractual obligation is continuously monitored and maintained.

The established Information Security Management System (ISMS) complies with ISO/IEC 27001:2013 international standard in order to preserve the Confidentiality, Integrity and Availability of RRA Information Assets from all threats, whether internal or external, deliberate or accidental, in relation to Accessibility, Processing, Exchange and Storage of information assets of Rwanda Revenue Authority.

The established Information Security Management System (ISMS) is intended to ensure:

- That information is seen to be an important asset of Rwanda Revenue Authority and must be protected as such
- That in protecting its information assets, the organization will comply with all applicable laws and regulations and will ensure that its employees will do so also
- That access to information will be granted to individuals as required to perform their business function



- That confidentiality of information be maintained whether it concerns personal information on individuals, classified or sensitive information, copyright or intellectual property
- That information must be appropriately protected against unauthorized modification either on computer systems or in communication
- That information be available as and when required to support the authorized and judgement business functions of the organization
- That appropriate control structures will be implemented to ensure the integrity, confidentiality, and availability of information

For such a policy to be effective, organizational commitment to enforcement is critical from the highest level to the lowest and enforcement must be seen to be effective.

4 Information Security Objectives

The following are the information security objectives

- a) Ensure RRA information assets are protected from unauthorized disclosure, change and deletion
- b) Ensure that information is available when needed
- c) Ensure information security risks are managed
- d) Ensure Rwanda Revenue Authority staff are aware about information security and their roles in ensuring the security of information and information assets.

5 Commitment

Rwanda Revenue Authority is committed to operating continuously to the highest possible information security standards and sustaining any applicable requirement consistent with our customer requirements.

Done in Kigali on26/03/2018.....

BIZIMANA RUGANINTWALI Pascal
Commissioner General

