



ORGANIZATION FOR PERSONS WITH DISABILITY (OPD) INSTITUTIONAL ICT POLICY

Illustrative Template

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1. Introduction

1.1 Background

1.1.1 Brief overview of the OPD and its mission

The *[Organization for Persons with Disability (OPD)]* is committed to enhancing the quality of life for individuals with disabilities. As part of its mission, the organization recognizes the pivotal role of Information and Communication Technology (ICT) in achieving inclusivity, accessibility, and efficiency in its projects and operations.

1.1.2 Importance of ICT in achieving organizational goals

1.2 Purpose of the ICT Policy

This Institutional ICT Policy is designed to provide a comprehensive framework for the ethical, secure, and effective use of ICT resources within the OPD. It outlines the guidelines and strategies to support project operationalization at the district union, ensuring that ICT is leveraged as a tool for empowerment and inclusivity.

2. Policy Objectives

2.1 To enhance accessibility for persons with disabilities through ICT

The OPD aims to create an accessible digital environment, ensuring that all ICT systems, websites, and digital content adhere to recognized accessibility standards. This objective aligns with the organization's commitment to inclusivity, recognizing the diverse needs of persons with disabilities.

2.2 To streamline project operationalization at the district union and other stakeholders

Efficient project management is crucial for the success of the OPD's initiatives. This objective focuses on leveraging ICT to streamline communication, collaboration, and data management, enhancing the overall effectiveness of project operationalization at the district union and other stakeholder levels.

2.3 To ensure the secure and ethical use of ICT resources

In recognizing the sensitivity of data and the potential risks associated with ICT use, this objective emphasizes the establishment of robust security measures. It includes the designation of an ICT Security Officer and adherence to data protection and privacy regulations to safeguard the organization and its stakeholders.

2.4 To foster a culture of continuous improvement in ICT capabilities

The dynamic nature of technology requires the OPD to cultivate a culture of continuous learning and improvement. This objective encourages ongoing training programs, capacity building initiatives, and the regular assessment of ICT performance indicators to adapt to emerging technologies and best practices.

3. Governance and Responsibility

3.1 ICT Committee

The establishment of an ICT Committee is crucial for overseeing the implementation of this policy. Comprising representatives from various stakeholder groups, including persons with disabilities, the committee will be responsible for decision-making, policy compliance, and addressing emerging ICT needs.

3.2 ICT Security Officer

To ensure a focused approach to ICT security, the organization will appoint an ICT Security Officer. This individual will be responsible for developing and implementing security policies, conducting risk assessments, and ensuring compliance with data protection and privacy regulations.

4. ICT Infrastructure

4.1 Hardware and Software

The policy outlines standards for the procurement, maintenance, and disposal of ICT hardware and software. This includes considerations for accessibility features in both hardware and software acquisitions to cater to the diverse needs of persons with disabilities.

4.2 Network and Connectivity

Guidelines for internet access, network security, and connectivity in remote areas are established to ensure reliable and secure communication. The organization is committed to providing adequate infrastructure to facilitate seamless ICT operations at all levels.

5. Data Management and Security

5.1 Data Governance

The policy defines data governance principles, including ownership, classification, and handling procedures. Regular data audits and reviews are mandated to maintain data integrity and confidentiality, aligning with the OPD's commitment to responsible data management.

5.2 Data Security

Emphasizing the importance of data security, the policy outlines encryption, backup, and recovery procedures. Password policies and user access controls are established to mitigate the risk of unauthorized access or data breaches.

6. Accessibility and Inclusivity

6.1 Website and Digital Content

Recognizing the importance of digital accessibility, the OPD commits to compliance with established standards such as the Web Content Accessibility Guidelines (WCAG). Training programs for content creators ensure that digital content is inclusive and accessible to all.

6.2 Assistive Technologies

To empower persons with disabilities, the organization will lobby for assistive tools and devices as needed. Additionally, staff will receive training on the use of assistive technologies to ensure a supportive and inclusive working environment.

7. Capacity Building and Training

7.1 ICT Skills Development

Acknowledging the rapid evolution of technology, the OPD is committed to regular training programs for staff and stakeholders. These programs cover a range of ICT skills, ensuring that personnel are equipped to effectively utilize and adapt to emerging technologies.

8. Monitoring and Evaluation

8.1 Key Performance Indicators (KPIs)

The establishment of measurable KPIs enables the organization to monitor and evaluate the effectiveness of ICT initiatives. Regular assessments and reporting ensure that the OPD remains responsive to the evolving technological landscape.

8.2 Compliance and Auditing

Internal and external audits are conducted to ensure adherence to the ICT policy. Findings from audits are used to drive continuous improvement, with a focus on maintaining compliance with legal and regulatory requirements.

9. Review and Revision

9.1 Regular Review

Scheduled periodic reviews of the ICT policy ensure its relevance in a dynamic technological environment. Feedback from stakeholders, emerging technologies, and changes in organizational structure inform the revision process.

9.2 Revision Process

Procedures for updating the policy are outlined, detailing how revisions are made based on technological advancements, organizational changes, or feedback from stakeholders. The goal is to ensure that the policy remains a dynamic and effective guiding framework.

10. Conclusion

In conclusion, the OPD expresses gratitude to all stakeholders NUDIPU, UCC and Eight Tech who were involved in the development and implementation of the ICT policy. The organization reaffirms its commitment to the inclusive use of technology as a means of empowering persons with disabilities and advancing its mission.

APPROVAL

This policy is approved by the undersigned on behalf of the OPD/DU Board.

Executive Director

Name:

Date.....

Signature:.....

Chairperson – Board

Name:.....

Date:.....

Signature:.....

-END-