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Article 1
Introductory provisions

(1) The Change Management Policy as part of the Declaration of Cyber Security at Tomas Bata University in Zlín sets out the methods and principles for managing significant changes in accordance with the Act No. 264/2025 Coll., on Cyber Security (hereinafter referred to as the "Cyber Security Act") and related legal regulations at Tomas Bata University in Zlín (hereinafter referred to as "TBU").

(2) This policy applies to all users and selected assets. 'Users' shall mean students, employees engaged under an employment contract or agreement (hereinafter referred to as "TBU employees"), emeritus professors, and scholarship holders engaged under cooperation agreements. It shall also apply, as appropriate, to employees of key suppliers and third parties on the basis of contractual relationships for the provision of services or products.

(3) The individual terms used in this Directive are defined particularly by the Cyber Security Act and related legal regulations. The individual terms are listed in the document entitled '*Glossary of Cyber Security Terms',* which is available on the TBU website in the *Cyber Security* section.

Article 2
Method and principles for managing significant changes within the obligated entity, its processes, information and communication systems

(1) All changes relating to assets that have an impact on information security shall be managed, controlled and documented by the respective Asset Guarantors.

(2) Strategic changes shall form part of strategic management and have a longer life cycle. They shall be implemented in accordance with pre-planned, long-term and approved intentions.

(3) Changes shall be implemented in accordance with project management principles.

(4) Significant changes shall include:

a) changes affecting multiple users;
b) changes implemented as a result of amendments to applicable legislation;
c) changes in the scope of the service provided.

Article 3
Review of the impact of significant changes

(1) The review of the impact of significant changes shall form part of the project management principles.

(2) The review of the impact of significant changes shall take into account the following aspects:

a) the impact on the functionality of assets;
b) the financial implications of the change;
c) the staffing requirements for the implementation of the change and for the operation of the modified asset;
d) the impact of the change on the quality of services provided (SLA);
e) the impact on existing processes, work procedures and asset documentation;
f) the allocation of roles and responsibilities during and after implementation of the change;
g) the identification and management of risks associated with the change.

(3) The results of the review of the impacts of significant changes shall be taken into account by the process owner when preparing the change implementation plan.

(4) The outcome of the review of the impact of a significant change shall be a decision on the implementation of the change.

Article 4
Method of record keeping and testing of significant changes

(1) Significant changes to selected technical assets shall be documented by the Asset Guarantor or process owner.

(2) The change documentation shall include:

a) the result of the review of the impact of the significant change;
b) the decision to implement the change;
c) the designation of persons and their responsibilities for implementing the change;
d) the change deployment plan;
e) requirements for project and operational documentation;

f) the change testing plan;
g) acceptance of the change.

(3) The change testing plan shall include:

a) a definition of the scope and types of tests;
b) the testing schedule;
c) the scope of roles designated for testing;
d) training of roles designated for testing;
e) test scenarios;
f) testing metrics;
g) the method of test evaluation;
h) the evaluation of test results;
i) test acceptance.

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