

INFORMATION SECURITY POLICY

Purpose

The intent of the following Information Security Policy (“Policy”) is to protect the availability, integrity and confidentiality of Institutional Data as well as any information systems that store, process or transmit/receive Institutional Data.

Scope

This Policy applies to all employees including any Agents and affiliates authorized to access Institutional Data.

Maintenance

This Policy shall be periodically reviewed by ITS for compliance with technology or regulatory requirements and any recommendations for modifications to this Policy shall be made to Executive Council for review and approval.

Enforcement

Violations of this Policy may result in suspension or loss of privileges, with respect to Institutional Data and University owned Information Systems. Additional administrative sanctions may apply, up to and including termination of employment or contractor status with the University. Civil, criminal and equitable remedies may apply.

Definitions

Agent is any third party contracted by the University to provide services including creation, storage, processing, and/or transmission/reception of Institutional Data.

Executive Council is a University committee comprised of the President and Vice Presidents.

Information System is as any electronic/digital system that stores, processes, or transmits/receives information.

Information Technology Security Guidelines is the comprehensive manual developed by ITS relating to processes, protocols, and best practices for safeguarding University Institutional Data and technology.

Information Technology Services (“ITS”) is the University department tasked with facilitation and support of access to information, resources, and services. ITS divisional responsibilities include oversight and maintenance of classroom technologies, enterprise business applications, network infrastructure, telepresence and telecommunication, web development, information security, and user services.

Institutional Data is any data owned by or licensed to the University.

Policies

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| 01 | Throughout its lifecycle, all Institutional Data shall be protected in a manner that is considered reasonable, appropriate, and in accordance with the Information Technology Security Guidelines. |
| 02 | Any Information System which stores, processes, or transmits/receives Institutional Data shall be secured in a manner which is considered reasonable, appropriate, and in accordance with the Information Technology Security Guidelines. |
| 03 | Individuals who are authorized to access Institutional Data shall adhere to the appropriate roles and responsibilities, as defined in the Information Technology Security Guidelines. |