STUDENT DATA AND SYSTEMS SECURITY POLICY

MAINTAINING THE CONFIDENTIALITY OF RESTRICTED DATA

In the course of accessing data or information, you will access restricted information within particular databases.

These databases include, but are not limited to, the S3 applications (S3, SIO, BnA, MPS), (Stellic) Academic Audit, (SDW) Student Data Warehouse and Dining databases, as well as databases held in the Career Center and in Student Health Services. It is the responsibility of the Data Owner* to ensure that all individuals with access to data are aware of the confidential nature of the information and the limitations, in terms of disclosure, that apply.

‡ :KHQ DFFHVVLQJ UHVWULFWHG LQIRUPDWLRQ, it is your responsibility to maintain its confidentiality without exception.
If restricted information is released to you, you will maintain the confidentiality of that data and will not pass the information on to a third party without express permission from the Data Owner*. If a user id and password are granted to allow access to sensitive or restricted data, confidentiality over this data must be maintained.

‡ 7KH UHOHDVH RI UHVWULFWHG LQIRUPDWLRQ ZLWKRXW WKH guidelines SUHVV DS
established for such data is strictly forbidden.

‡ 8QDXWKRUL]HG UHOHDVH RI UHVWULFWHG LQIR action, including possible UHVXOW
dismissal. All matters involving university employees will be reviewed with the Director of Human Resources and /or the Provost. Matters involving students will be reviewed with the Dean of Student Affairs. Matters involving individuals not affiliated with the university will be reviewed with the university attorney.

PROTECTING AND MANAGING PASSWORDS

Passwords are a critical component to any computer security program. To properly control passwords and maintain their integrity, the guidelines below should be followed:

‡ 3DVVZRUGV VKRXOG FKDQJH HYHU\ GD\V RU PRUH IUHTXHQWO\ LQ FD
user ids with access to sensitive or restricted data.

‡ 8VHUV PXVW QHYHU JLYH RXW WKHLU SHUVRQDO SDVVZRUG WR DQ\RQH
is a violation of this policy.

‡ $V SDUW RI WKH HGXFDWLRQDO SURFHVV WKH 'DWD 6HFXULW\ 2IILFHU
guidelines for