

Information Security Policies

Policy Creation

Version: 1.0

Effective Date:

9-23-11

Approved by:

IT Advisory

Committee

Policy Creation

1.0 Purpose

A robust and timely policy program ensures that Keuka College has a framework in place for ensuring data integrity and preserving information security. The purpose of this policy is to allow for that program to efficiently and effectively create and implement policies. This policy program assures community involvement and participation. In addition, this policy establishes a coordination and implementation plan in order to implement Information Technology Services Policy in a measured manner across the institution. This policy program is flexible and responsive, facilitating modern policies that meet or exceed industry standards and best practices as part of an expedited policy creation process.

2.0 Scope

Individuals affected:

This policy applies to all students, faculty, and staff attending or employed by Keuka College who access, handle, use or otherwise connect to the college's information technology resources (also referred to as *users*). In addition, the designation user also refers to all visitors, subcontractors, potential students, research associates, media representatives, and non-college entities or individuals who are granted access to Keuka College's information technology resources.

Resources covered:

This policy applies to all college resources, whether individually controlled, shared, stand alone or networked. It applies to all computers and communications devices owned, leased, operated or provided by Keuka College. This includes, but is not limited to personal computers, wireless communication devices, networking devices, workstations, servers, and any peripheral devices and the associated software thereof. This policy also applies to all privately owned devices used to store, process or transmit college owned data.

3.0 Policy

Policies are created to meet the specific needs of the Keuka College community. These policies are developed by the Information Technology Services group with input from Keuka College community representatives.

Policies will be reviewed periodically to ensure they are timely and meeting the needs of the institution. In addition to regular reviews there are a number of policy review triggers that necessitate policy review. Examples of policy change triggers are a significant change in technology, a product change, a formalization of standards, or regulatory compliance. Policy reviews may also be triggered by community or Information Technology Services request.

Policies must follow a standard format. An information security policy must have a purpose, a scope, the policy details, enforcement, definitions, revision history, and an impact statement.

4.0 Enforcement

Compliance:

At minimum these principles must be followed by individuals while connected to Keuka College resources. Individual departments may apply stricter standards, provided they do not conflict with the standards and procedure outlined in this document.

5.0 – Definitions

6.0 Revision History

Document created 7-11-2011

7.0 Policy Impact Statement

Information security policies provide an outline for implementation, use, and enforcement of security measures at Keuka College. A sound policy program is the springboard for implementation of information security measures.