

# MARSHALL UNIVERSITY BOARD OF GOVERNORS

## Policy No. IT-2

### INFORMATION SECURITY POLICY

#### 1 General:

- 1.1 Scope: This Policy applies to all faculty, staff and third-party Agents of the University as well as any other University affiliate who is authorized to access Institutional Data.
- 1.2 Statutory References: W. Va. Code §18B-1-6
- 1.3 Passage Date: October 21, 2010
- 1.4 Effective Date: upon passage
- 1.5 Background: Marshall University (“University”) has adopted the following Information Security Policy (“Policy”) as a measure to protect the confidentiality, integrity and availability of Institutional Data as well as any Information Systems that store, process or transmit Institutional Data.

#### 2. Definitions:

- 2.1 **Agent**, for the purpose of this Policy, is defined as any third-party that has been contracted by the University to provide a set of services and who stores, processes or transmits Institutional Data as part of those services.
- 2.2 **University Information Technology Council (“UITC”)** is the official university committee governing university wide policy for computer, library, distributed education and network usage at Marshall University. The council will create subcommittees as needed, with membership beyond itself to facilitate its work.
- 2.3 Policies promulgated by this council will be subject to review and comment by the President’s Office, the Dean's Council, Faculty Senate, Classified Staff Council and Student Government Association before final adoption. Final policies are then sent to the Board of Governors approval.
- 2.4 **Information System** is defined as any electronic system that stores, processes, or transmits information.
- 2.5 **Institutional Data** is defined as any data that is owned or licensed by the University

### **3 Maintenance:**

This Policy will be reviewed by the University's Information Security Office on an annual basis or as deemed appropriate based on changes in technology or regulatory requirements.

### **4 Enforcement:**

Violations of this Policy may result in suspension or loss of the violator's use 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.

### **5 Exceptions:**

Exceptions to this Policy must be approved by the Information Security Office, under the guidance of the University Information Technology Council ("UITC"), and formally documented. Policy exceptions will be reviewed on a periodic basis for appropriateness.

### **6. Policies:**

6.1 Throughout its lifecycle, all Institutional Data shall be protected in a manner that is considered reasonable and appropriate, as defined in documentation approved by the UITC and maintained by the Information Security Office, given the level of sensitivity, value and criticality that the Institutional Data has to the University.

6.2 Any Information System that stores, processes or transmits Institutional Data shall be secured in a manner that is considered reasonable and appropriate, as defined in documentation approved by the UITC and maintained by the Information Security Office, given the level of sensitivity, value and criticality that the Institutional Data has to the University.

6.3 Individuals who are authorized to access Institutional Data shall adhere to the appropriate [Information Security Roles and Responsibilities](#), as defined in documentation approved by the UITC and maintained by the Information Security Office.

### **7.0 Additional Information:**

If you have any questions or concerns related to this Policy, please send email to the University's Information Security Office at [infosec@marshall.edu](mailto:infosec@marshall.edu).

Additional information can also be found using the following resources:

- Information Security Roles and Responsibilities  
<http://www.marshall.edu/itc/itcpolicies&procedures/pdf/itp-27.pdf>
- Guidelines for Data Classification  
<http://www.marshall.edu/itc/itcpolicies&procedures/pdf/itg-4.pdf>
- Marshall University IT Information Security Incident Response Procedure  
<http://www.marshall.edu/itc/itcpolicies&procedures/pdf/itp-19.pdf>