

Date Passed Senate: October 6, 2009

Date of ESU President's Approval: October 13, 2009

FSB 09001

AMENDMENTS TO THE INFORMATION SECURITY POLICY

Date of First Reading: September 15, 2009

Date of Second Reading: October 6, 2009

Senate Sponsor: Academic Affairs Committee
Ann O'Neill, Chair of Academic Affairs

- I. Purpose:** To amend the Information Security policy to reflect changes recommended by the Legislative Division of Post Audit.
- II. Previous Senate Action:** FSB 06009 Information Security policy passed by Faculty Senate and approved by President 10/20/06
- III. Rationale (optional):** In 2008 Emporia State University was audited by the Legislative Division of Post Audit. After consultation with the University General Counsel, the Academic Affairs committee and the University Information Security Officer, Cheryl O'Dell, CISSP (Certified Information System Security Professional), have drafted the changes to the information security policy to reflect the expectations of the audit findings.
- IV. Guidance (optional):** Revise the policy. ~~Existing text to be changed is struck through.~~ **Text intended to replace existing text is bold and underlined.**

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Amendment to Information Security Policy

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2 Policy Objectives
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4 Emporia State University (ESU) understands that some information provided to it by
5 students, faculty, staff, or gained by other means is an important asset that needs to be
6 protected. Measures must be taken to protect ~~the information assets~~ **the information assets** from unauthorized
7 **access, use,** modification, destruction, or disclosure whether accidental or intentional in
8 order to assure its confidentiality, integrity, and availability. As a university that prides
9 itself on the free exchange of knowledge and ideas, other information created or
10 maintained by the university can and should be shared with the public.
11

12 This policy sets out to **develop confidence in ESU's business practices for** ~~commitment to~~
13 securing the information assets it owns, controls, or manages.

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15 ESU has made substantial investments in both human and financial resources to create an
16 Information Technology environment that enables both our students and employees to
17 access information specific to the function of their position as well as the global body of
18 information called the Internet.

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20 This policy and all policies derived from it have been established in order to:

21

- Protect this investment

22

- Safeguard the information contained within this environment

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- Reduce business and legal risk

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- ~~Protect the good name of our university~~ **Establish confidence about ESU's business practices to current and prospective students, faculty and staff**

25

26

27 Policy

28

29 ESU will set a clear policy direction and demonstrate support for, and commitment to,
30 information security by:

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- Appointing an Information Security Officer (ISO) to lead information security efforts

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- Issue and maintain a set of information security policies ~~and~~ **procedures, standards, and guidelines**

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- Apportion budgets that support information security efforts

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- Establish **and maintain** a process to periodically review the information policies, **procedures, standards, guidelines** and amend as needed

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- **Establish and maintain a process to audit periodically Information Security controls and perform security audits for compliance**

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41 Responsibility

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43 The ISO has the responsibility to:

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- Develop and maintain written Information Security policies, procedures, standards, and guidelines

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- **Perform Information Security Audits per the Information Security Audit Procedures**

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- Provide appropriate support and guidance to assist students and employees to understand and fulfill their responsibilities under published Information Security policies

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52 ~~Managers~~ **Unit heads** have a responsibility to:

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- Ensure all employees are aware of and comply with all policies related to Information Security

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- Create appropriate performance standards, control practices, and procedures designed to provide reasonable assurance that all employees observe these policies

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59 Scope

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61 This policy applies to all individuals utilizing the university information technology
62 infrastructure.

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64 Enforcement

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66 The President or designee is responsible for monitoring and reporting compliance with
67 this policy.

68 In all cases, information will be disclosed as required by controlling law.

69

70 Exceptions

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72 The President or designee must approve any exceptions to this policy.

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74

Provide comments about this bill to your department's senator or Faculty President Carol Russell at crussell@emporia.edu.