

Date Passed Senate: October 6, 2009

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

FSB 09005

SECURE AREAS 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 create a policy regarding securing offices and areas when unoccupied for information security purposes.

II. Previous Senate Action: None

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 a secure areas policy to reflect the expectations of the audit findings.

IV. Guidance (optional):
Information protected by privacy laws and rights needs to be secure, whether in paper or electronic forms, from unauthorized access. This could include file cabinets, removable media, and electronic equipment housed in offices and other areas in units. To help deter unauthorized access, office doors and areas should be secured by locking doors when the office or area is unoccupied.

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Secure Areas Policy

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Policy Objectives

Emporia State University (ESU) maintains data and information critical to the operations of the university in paper and electronic form. In order to ensure ESU maintains the confidentiality and integrity of its information assets and follows all legal requirements with respect to protected information, this policy addresses securing areas which are used to store information protected by privacy laws and rights.

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Policy

Offices and Areas storing ESU information protected by privacy laws and rights, whether in paper, electronic form, or other format, must be secured from unauthorized access when unoccupied.

Responsibility

The Information Security Officer (ISO) is responsible for raising awareness about securing such areas.

The unit heads are responsible to:

- Ensure offices and areas storing such information have appropriate locking mechanisms to secure from unauthorized access
- Define and manage who should have access to those offices and areas
- **Individuals are responsible for securing their own areas when leaving the building.**

Scope

This policy applies to all facilities storing ESU protected information.

Enforcement

The ISO is responsible for monitoring and reporting compliance with this policy. In all cases, information will be disclosed as required by controlling law.

Exceptions

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

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