

# NORTHEAST COMMUNITY COLLEGE POLICY MANUAL

## SECTION 3 – GENERAL INSTITUTIONAL SUBSECTION 35 – TECHNOLOGY

**POLICY NUMBER: BP – 3511**

### **INFORMATION SECURITY**

#### **1. POLICY REASON/PURPOSE/INTENT**

To establish a policy on securing information assets that Northeast Community College (Northeast) owns, controls or manages.

#### **2. DEFINITIONS**

Information assets – data and related resources, such as personnel, equipment, funds, systems and services.

#### **3. POLICY**

3.1 This policy is established to protect the information assets and related interests of Northeast. It increases overall information security awareness and ensures a managed approach for implementing and maintaining a controlled environment based on industry standards in compliance with legal and contractual obligations under federal, state and local jurisdiction. These protections pertain to information and technology resources created and maintained by Northeast faculty, staff, students, affiliates, or third party service providers and applies to all individuals using those resources. Northeast strives to protect information assets from unauthorized access, use, modification, destruction, or disclosure whether accidental or intentional as well as to assure their confidentiality, integrity, and availability in accordance with college procedures.

#### **4. APPLICABILITY**

N/A

**EFFECTIVE DATE:** 6/8/2017

**ORIGINAL ADOPTION DATE:** 6/8/2017 (item #12077)

**REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER):** N/A

**PRIOR POLICY/PROCEDURE NUMBER:** N/A

**SCHEDULE FOR REVIEW:** 2022

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** Technology Services

**SPONSORING DIVISION/DEPARTMENT:** Technology Services

**RESCINDED DATE:** none

**LEGAL REFERENCE:** none

**CROSS REFERENCE:** none

**PROCEDURE(S) FOR POLICY:** AP-3511.0, AP-3511.1, AP-3511.2

**RELATED POLICIES/REFERENCES:** none

**POLICY KEY WORDS:** Acceptable use; electronic resources