

## NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

### 5011 SECURITY AND PRIVACY OF INFORMATION RESOURCES

**Part 1. Policy Statement.** In compliance with the Minnesota State Colleges and Universities Board Policy 5.23, Security and Privacy of Information Resources at <http://www.mnscu.edu/board/policy/523.html>, it is the policy of Northland Community and Technical College to protect the security and privacy of its information resources and to make information accessible as required by law. The College shall maintain the confidentiality, integrity and availability of information resources; ensure continuity of operations; prevent, control and minimize the impact of security incidents; and manage risks to those resources regardless of the storage medium, transmission or disposal methods. Procedures, consistent with applicable System policy, procedures and other applicable standards and state and federal law, are outlined in NCTC Policy 5011.

All users of Northland Community and Technical College or Minnesota State Colleges and Universities System information resources are responsible for the privacy, security and appropriate use of those resources over which they have authority, access or control, and for compliance with applicable laws, regulations, policies procedures and other standards. Northland Community and Technical College shall provide appropriate security awareness resources for its users.

#### **Part 2. Applicability**

This policy applies to all users of Northland Community and Technical College or Minnesota State Colleges and Universities System information resources; and to all System information resources in any form or storage media, wherever located.

#### **Part 3. Definitions**

**Subpart A. Access.** Access means the authority to view information, and when appropriate, insert, update, delete, or download information. Access shall be authorized to individuals or groups of users depending on the application of law or System policy or procedure. Technical ability to access information is not necessarily equivalent to legal authority.

**Subpart B. Information Resources.** Information resources means all data collected, created, received, maintained or disseminated by Northland Community and Technical College and any Minnesota State Colleges and Universities user, regardless of its form, storage media or conditions of use.

**Subpart C. System.** System, or Minnesota State Colleges and Universities System, means the Board of Trustees, the Office of the Chancellor, the state colleges and universities, and any part or combination thereof.

**Subpart D. User.** User means any individual, including but not limited to, students, administrators, faculty, other employees, volunteers and other authorized individuals using

System information resources, whether or not the user is affiliated with Minnesota State Colleges and Universities.

**Subpart E. Integrity.** Integrity means assuring that information is kept intact, and not lost, damaged or modified.

**Subpart F. Availability.** Availability means assuring that information is accessible to authorized users when needed.

**Subpart G. Confidentiality.** Confidentiality means assuring that information is accessible only as authorized.

#### **Part 4. Scope**

**Subpart A. Procedures.** The College shall adopt and maintain security and privacy procedures under this policy.

**Subpart B. Sanctions.** Users who violate this policy or related System, college or university procedures shall be subject to disciplinary actions through appropriate channels. Violations may be referred to appropriate law enforcement authorities

**Part 5.** Northland Community and Technical College hereby adopts the attached MnSCU Board Guidelines, as NCTC Policy:

**Guideline 5.23.1.1 Password Usage and Handling**

**Guideline 5.23.1.2 Encryption for Mobile Computer and Storage**

**Guideline 5.23.1.3 Data Sanitation**

**Guideline 5.23.1.4 Information Security Incident Response**

**Guideline 5.23.1.5 Security Patch Management**

**Guideline 5.23.1.6 Vulnerability Scanning**

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Date of Implementation: 7/1/10

Date & Subject of Revisions: