
	<b>UNIVERSITY OF PASADENA (UPAS)</b> <b>Operational Procedures</b>		
	Doc # :PO-OP-12.2	Title: Information Technology Security Policy	
	Rev # : 08	Approved By: Chief Executive Officer (CEO)	Date : 15 Sep 2022

REVISION HISTORY			
Rev No	Description of change	Author	Effective Date
1	New Procedure	Chief Operations Officer (COO)	14 Oct 2015
2	No Change	Chief Operations Officer (COO)	12 Oct 2016
3	No Change	Chief Operations Officer (COO)	11 Oct 2017
4	No Change	Chief Operations Officer (COO)	10 Oct 2018
5	No Change	Chief Operations Officer (COO)	09 Oct 2019
6	No Change	Chief Operations Officer (COO)	07 Sep 2020
7	No Change	Chief Operations Officer (COO)	06 Sep 2021
8	No Change	Chief Operations Officer (COO)	15 Sep 2022

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## 1. Purpose

- 1.1 An Information Technology (IT) Security Policy identifies the rules and procedures for all individuals accessing and using university IT system and resources.
- 1.2 The objectives of an IT security policy is the preservation of confidentiality, integrity, and availability of systems and information used by university members.

## 2. Scope

- 2.1 This policy applies to all University officers, employees, contractors, agents and others who provide services to or on behalf of University in connection with the delivery of products, services and information.

## 3. Definitions


- 3.1 Availability is a state of the system in which authorized users have continuous access to said assets
- 3.2 Confidentiality involves the protection of assets from unauthorized entities
- 3.3 Integrity ensures the modification of assets is handled in a specified and authorized manner

## 4. Responsibility

- 4.1 The Chief Operation Officer (COO) is responsible for the effective implementation of the policy.

## 5. Procedure/Process

- The University maintains financial, student and administrative records in cloud, which is secured by a strong password.
- These records are accessible only by the staffs that have a need to know.
- All employees are required to have strong passwords and their passwords need to be changed every 60 days.
- IT administrative identify the electronic information resources within areas under their control and establishes acceptable levels of security risk for resources by assessing factors such as:
  - How sensitive the data is, such as research data or information protected by law or policy,

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- the level of criticality or overall importance to the continuing operation of the campus as a whole, individual departments, research projects, or other essential activities;
- how negatively the operations of one or more units would be affected by unavailability or reduced availability of the resources,
- how likely it is that a resource could be used as a platform for inappropriate acts towards other entities,
- limits of available technology, programmatic needs, cost, and staff support;
- The Institution also regularly reviews policies and procedures, comparing them to emerging industry standards and best practices in order to maintain a proactive approach to compliance to FERPA and other laws concerning privacy and confidentiality of student data.

## 6. Review

The University of Pasadena reviews Information technology security policy every year.