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## PROTECTION AND SECURITY OF DATA AND INFORMATION POLICY

Area: Information Technology  
Subject: Information Security  
Applies To: University  
Sources: Vice President for Information Technology

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### I. Purpose

Data and information are valuable assets owned by the University. The Board of Regents of the University System of Georgia Business Procedures Manual establishes that all institutional data is to be used with appropriate and relevant levels of access and with sufficient assurance of its security and integrity in compliance with existing laws, rules and regulations. As such, each institution has a responsibility to protect the confidentiality, integrity, and availability of data and information generated, accessed, modified, transmitted, stored or used by the University, any medium on which the data resides and regardless of format.

### II. Policy Statement

All employees and contractors who are granted authorization to access the University's data and information assets have a responsibility to protect those assets from unauthorized access, destruction, disclosure, generation, modification or transmission; and are expected to be familiar with and comply with University System procedures for protection and security of records. All data stored on University resources or other resources where University business occurs must be appropriately identified according to Data Stewardship and Classification Standards as established by the Chief Information Officer.

Violation of this policy can lead to disciplinary action up to and including dismissal, and/or legal action. Any known violation of this policy is to be reported to the Vice President for Information Technology or his/her designee.

#### Related Documents

- BOR Protection and Security of Records:  
[http://www.usg.edu/fiscal\\_affairs/bpm\\_acct/](http://www.usg.edu/fiscal_affairs/bpm_acct/)
- Data Stewards and Classification Standards