



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: INFORMATION SECURITY	Number: 3.24	Page: 1
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statute: Chapter 815, 1001.64	Board Adoption/Revision Approval Dates: 2/22/05	

College of Central Florida has established standards for the protection and security of information, and for the use of information and technology resources. Information is secure only when its integrity can be maintained, its availability ensured, its confidentiality preserved, and its access controlled. Security procedures protect information from unauthorized viewing, modification, dissemination, or destruction and provide recovery mechanisms from accidental loss. The security of information is the responsibility of all people who are authorized to access it. All employees are expected to abide by these standards.

Purpose

This policy establishes the standards for the protection and use of information and technology resources. The College will protect confidentiality and privacy in accordance with applicable laws and our personnel policies. Each person subject to this policy and the associated Appropriate Use Policy will sign a statement affirming that they understand and that they intend to comply with the provisions stated therein. The signing of this statement is a requirement for obtaining access to the organization’s data systems and networks. College Administrative Procedures will provide details about standards for the protection and use of information and technology resources.

Scope and Application

The President of the College delegates to the Information Technology Department the responsibility for establishing and maintaining departmental information security policies, standards, guidelines, and procedures. The focus of these activities is on information, regardless of the form it takes, the technology used to manage it, where it resides, and which people possess it.

This policy applies to employees, students, volunteers, vendors, contractors, affiliates and any others who use our information resources or who have access to information. This policy applies equally to any information of the organization, including but not limited to electronic data, written or printed information and any other intellectual property of the organization. The information resources include hardware, software, manuals and office equipment. All individuals agree not to disclose information improperly or to use information improperly or unethically for personal or professional gain.