

# Establishing Policy



Information Technology  
Security Policy Committee  
(ITSPC)



# ITSPC

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- Acceptable Use Policy
- Social Security Number Policy
- Credit Card Policy
  
- Records Retention & Disposal Policy
- Litigation Hold Policy
  
- Security Web Page
- Email Guidelines



# Acceptable Use Policy

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- ❑ Establishes UA as the legal owner of all University information, digital or paper. UA maintains the legal right to restrict use and distribution of all information.
- ❑ Users are expected to use IT resources in a responsible and efficient manner.



# Acceptable Use Policy

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- Users are granted access on a business need to know. All other access to information is neither authorized nor permitted.
- Privilege may be removed if information is used in a threatening or harassing mode.



# Not Acceptable Use

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- ❑ Violation of others privacy, harassing or threatening
- ❑ Potentially threatening or destructive to the UA or UA systems
- ❑ Attempts to defeat the University's security
- ❑ Knowing distribution of malware or malicious code
- ❑ Causing disruption or corruption of the network



# Not Acceptable Use

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- ❑ Engaging in port scanning or security scanning or intercepting any unintended data transmission
- ❑ Modification or removal of data or equipment
- ❑ Use of unauthorized devices
- ❑ Making UA systems or resources available to unauthorized users
- ❑ Unauthorized copying or monitoring without permission



# Not Acceptable Use

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- ❑ Unauthorized use of sharing passwords
- ❑ Circumventing security in any manner
- ❑ Unauthorized monitoring of electronic transmission
- ❑ Making information available to unauthorized users



# Confidentiality Statement

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- Sensitive information is confidential
  - Personally identifiable financial information
  - Credit card numbers
  - Social Security Numbers
  - May be protected by federal/state/local laws
- Public records request
  - Notify your manager of any requests
- Information on a need-to-know basis
- Commitment even after leaving UA



# Comments & Suggestions

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- Know the rules
- Walk the talk
- They are all posted on the OGC website
- Send me your comments and suggestions
  - [dwhite1@uakron.edu](mailto:dwhite1@uakron.edu)
- Stay tuned for the new UA security web page