TITLE: Information/Data Security

ORIGINATOR: Chief Information Officer

APPROVAL DATE: June 2, 2023

EFFECTIVE DATE: June 2, 2023

PURPOSE: To create an environment that promotes and verifies the proper security of information at all levels.

SEE ALSO:

REVIEWER: Chief Information Officer

REVIEW DATE: Spring 2026 and 3 years thereafter

OPERATING DETAILS:

1. Information security incidents are receiving enormous attention with the increasing number of leaks of protected information and cases of identity theft. Moreover, the threat of natural disaster requires physical security of the institution’s information assets and plans for timely resumption of business in the wake of such an event.

2. MUW is subject to numerous federal and state laws and regulations regarding the protection of data, among them:

    a. The Family Educational Rights and Privacy Act of 1974 (FERPA) commonly referred to as the Buckley Amendment, protects the rights of students by controlling the creation, maintenance, and access of educational records. It guarantees students' access to their academic records while prohibiting unauthorized access by others.

    b. The Gramm-Leach-Bliley Act (GLBA), while targeted at financial institutions, requires universities to maintain an information security program for the protection of financial information.

    c. The Payment Card Industry (PCI) Data Security Requirements apply to all members, merchants, and service providers that capture, store, process, or transmit credit card data. Major (is word “major” needed?) Universities are in a unique position with large amounts of educational, medical, financial, and other critical information. The risks associated with an information security breach or significant data loss demands a strong Information Security Policy.

POLICY

3. It is the policy of Mississippi University for Women to protect critical information in all forms for which it is the custodian and to maintain a robust, proactive, and evolving information security program. This includes protection from a variety of threats such as fraud, embezzlement, sabotage, terrorism, extortion, privacy violation, service

interruption, pandemic, and natural disaster. Information security is the responsibility of all individuals who access and maintain MUW information resources, i.e. students, employees, alumni, affiliates, contractors, retirees, and others as appropriate. Each individual must be aware of, committed to, and accountable for their role in the overall protection of critical information.

4. Security of protected information is a complex issue, requiring a multi-faceted framework. While technology provides numerous tools to facilitate safeguarding of protected information, ultimately institutional awareness, commitment, vigilance, and persistence are the keys to a successful program.

5. In addition to personal accountability, other elements of MUW's information security framework mandated by this policy include:
   a. Information Security Program – The program identifies technologies, procedures, and best practices to ensure ongoing institutional focus on the protection of information based upon National Institute of Standards (NIST) frameworks. Key elements of the Information Security Program include:
      i. Risk Assessment
      ii. Safeguards
      iii. Training
      iv. Awareness
      v. Monitoring
      vi. Audit and Compliance

   b. Incident Response Plan – The plan prescribes procedures to affect a timely and appropriate response in the event of an information security breach. Key elements of the plan include:
      i. Incident Reporting
      ii. Investigation
      iii. Communication
      iv. Forensic Analysis
      v. Post-mortem

   c. IT Disaster Recovery Plan – The plan mandates procedures to affect the timely and orderly restoration of information technology resources and services in the event of a significant interruption or natural disaster. Key elements of the plan include:
      i. Organizational Preparedness
      ii. Continuity of Critical Applications
      iii. Restoration of Normal Operations