

Christopher Newport University

Policy: Unified Data Policy

Policy Number: 6015

Executive Oversight:	Vice President for Finance and Planning/CFO
Contact Office:	Information Technology Services
Frequency of Review:	Annually
Date of Last Review:	August 2021

A. PURPOSE

The University relies heavily upon extensive electronic stores of data and related data systems in all of its activities and programs in pursuit of its mission. Standards for data use and storage are necessary to protect and secure university data and systems. Operating standards are critical to the prevention of unauthorized access to or disclosure of sensitive data resulting in harm to the data subjects and the University.

This policy directs the development of and compliance with standards that protect institutional data and systems in a manner that both complies with federal and state laws, and maintains appropriate data accessibility in support of Christopher Newport University's core academic mission.

B. POLICY STATEMENT

All employees of Christopher Newport University who use and access University data or information systems for any purpose, shall conform their use to the following standards established by the Office of Information Technology Services (ITS) and reviewed and approved by the Information Technology Executive Committee:

- Data Access Standard
- Data Classification Standard
- Data Protection Standard

These standards are posted on the ITS Confluence page.

C. DEFINITION(S)

Data: Data are recorded information that documents a University business-related transaction or activity by or with any board member, officer, or employee of the University. University data may include but are not limited to: personnel records, student records, academic records, financial records, client records and administrative records. Data can be stored in a number of

formats including but not limited to: email, electronic databases, electronic files, audio, video and images stored electronically.

D. PROCEDURES

ITS shall develop and adopt data access, data classification, and data protection standards sufficient to ensure the secure classifying, handling, access to, and protection of University data. The standards shall incorporate current best practices and at all times conform to federal and state law, while at the same time facilitating access to and use of university data in support of the University's business, programs and activities, in pursuit of its mission.

The University Information Security Officer shall review these standards annually, and revise them as necessary to maintain data and system security and compliance with state and federal law. After review and adoption by the IT Executive Steering Committee, current standards shall be posted electronically and made readily available to data and system users.

E. REFERENCES

VITA SEC 501 – IT Information Security Standard
<https://www.vita.virginia.gov/it-governance/itrm-policies-standards/>

VITA SEC 507 – Information Technology Data Protection Guideline
<https://www.vita.virginia.gov/it-governance/itrm-policies-standards/>

F. APPROVAL AND REVISIONS

Approved By: Policy Committee, October 18, 2017

Revision 1: Policy Committee, March 22, 2019

Revision 2: Policy Committee, March 4, 2020

Revision 3: Policy Committee, August 25, 2021

G. NEXT REVIEW DATE: Fall 2022