

Data Stewardship and Security Task Force

June 30, 2006

Information technology has made the generation, access to and transmission of institutional data easy. The technology also potentially exposes institutional data to unauthorized access, use, and alteration by individuals from around the globe. Institutional data is a valuable university asset. Falling into the wrong hands, institutional data can also become a serious liability to the University. The University is establishing the Data Stewardship and Security Task Force to recommend appropriate policies, standards, and guidelines to address the digital environment.

Charge: The Task Force is to review existing practices, policies, standards, and guidelines and recommend the revision and/or development of appropriate policies, standards, and guidelines to ensure that institutional data is being properly managed. The Task Force is encouraged to consult with any university offices or groups it deems appropriate. The recommendations should include:

- Roles and responsibilities for senior officers of the University related to data stewardship and security
- A simple-to-use taxonomy process for university electronic data that clearly categorizes data by the level of security that needs to be applied
- Guidelines for retention of electronic data based on best practices and legal and regulatory requirements
- Need for a University Security Officer
- Management of user accounts to university systems, including password requirements and remote access limitations
- Security requirements to be followed when implementing new on-campus or off-campus hosted systems

Membership:

- Raymond Barclay, Director of Institutional Research and Planning
- Debbie Justice, Director of Information Technology Planning
- Mary Ann Lochner, Associate General Council
- Jeanine Newman, Associate Vice Chancellor for Administration and Finance
- Scott Swartzentruber, Director of Networking, Operations and Communications
- Lisa Gaetano, Assistant Director of Internal Audit - *Ex Officio*
- Bil Stahl, Associate Provost for Information Services - *Chair*

Time Line: The Task Force will prepare an initial draft for discussion by September 25, 2006