

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

INFORMATION SECURITY

The Information Security Policy is intended to protect the three domains of information.

- The first one involves protecting the confidentiality of data; with the intention to keep the data out of the hands of those who should not have it, ensuring privacy.
- The second domain revolves around protecting the integrity of that data. It is important that what we enter is accurate and remains accurate throughout its lifespan. In essence, we are ensuring the data's quality.
- The final domain revolves around availability; here we strive to make sure the data is always available when it is needed.

Therefore, the policy of Schoolcraft College is to provide accurate information only to those who are authorized to have it, when they need it.

Purpose

The College is committed to protecting information assets and the information resources that support our organization. The College collects, transmits, stores, and processes a large volume of data in its mission to educate students. Regulatory compliance laws and the procedural documents support our Information Security Policy.

The Information Security Procedure -1090.1 contains a collection of controls and security measures that are intended to protect our information assets. Procedure 1090.1 is maintained by Information Security and requires Cabinet approval for changes. The Board of Trustees will review the changes at the next regular Board meeting. Without these protections in place, our assets and system would be subject to possible damage, exposure, and theft.

Scope

This policy covers all information assets owned or leased by Schoolcraft College, regardless of their location.

Information Assets

Information assets are defined as any electronic device owned by Schoolcraft College that has the capability to electronically store, process, or transmit information. This includes, but is not limited to computers, laptops, servers, SANS (Storage Area Networks), Storage, Backup and Archive tablets, smartphones, network communication devices, and internet access. It also includes the data that is contained within these

systems, such as imaged documents, student information, employee information, and budgetary information.

Information includes data stored on removable or portable media, data stored in computer memory, Cloud based storage, and Schoolcraft College intellectual property stored on personal devices.

This policy enforces all regulations for which Schoolcraft College is subject to enforcing and includes but not limited to Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), Gramm-Leach-Bliley Act (GLBA), Payment Card Industry Data Security Standard (PCI DSS), and European Union General Data Protection Regulation (EU GDPR).

All Schoolcraft personnel and students shall abide by and adhere to the procedural documents related to this policy, which include:

- Acceptable Use Compliance Requirement (AUCR)
- Data Classification Compliance Requirement
- Risk Assessment Compliance Requirement
- Purchasing Card Industry Compliancy (PCI) Compliance Requirement
- Authentication and Authorization Compliance Requirement
- VPN & Remote Access Compliance Requirement
- Monitoring & Enforcement Compliance Requirement
- Wireless Security Compliance Requirement
- Network Device & Configuration Compliance Requirement
- Server Security Compliance Requirement
- Workstation Security Compliance Requirement
- Web Application Compliance Requirement
- Encryption Compliance Requirement
- Technology Equipment Disposal Compliance Requirement

Violation of this policy is outlined in the procedural documentation and can result in disciplinary actions, including but not limited to: formal policy recertification up to and including termination of employment/service or student expulsion.

Any action which violates the law will be reported to the appropriate law enforcement authority.

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