SECTION: General Administration & Leadership
TOPIC: Data Security Policy
Approved: Signature on File

Policy: B2050
Approval Date: 02/23/17
Revision Date: 6/22/2026

POLICY

The Burrell College of Health Sciences shall secure confidential and protected data and establish such administrative, technical, and physical safeguards as may be necessary or appropriate to comply with all relevant data protection laws and contractual requirements.

RESPONSIBLE OFFICIAL(S):

Chief Information Officer, Faculty, Staff, and Students

PROCEDURE:

1. The College shall safeguard the privacy of personal information entrusted to its stewardship, including financial and electronic communications.
2. Critical information systems and data shall be protected and secured so that the College can operate without interruption.
3. The College shall identify and publish acceptable use guidelines to provide to the College community.
4. The College shall identify an IT security authority to monitor and report data security risks to the administration, address any data security breaches as required by law and the College, and to serve as a resource to the College for data security and regulatory requirements.
5. The College shall maintain and annually review a Written Information Security Plan (WISP) to implement and assure compliance with federal, state and international regulations and standards.

CROSS REFERENCE:

SOP IT.006