

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: General Administration & Leadership

BCOM Policy B2050

TOPIC: Data Security Policy

Approval Date: 02/23/17

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Approved: Signature on File

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POLICY

The College 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):

CIO, Faculty, Staff, and Students

PROCEDURE:

1. BCOM 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. BCOM shall identify and publish acceptable use guidelines to provide to the College community.
4. BCOM 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 BCOM, and to serve as a resource to the College for data security and regulatory requirements.
5. BCOM 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(S):