

# **WESTERN KENTUCKY UNIVERSITY**

## **Information Protection Plan** *(under the Gramm Leach Bliley Act)*

**June 20, 2007**

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# WESTERN KENTUCKY UNIVERSITY INFORMATION SECURITY PLAN

This Information Security Plan ("Plan") describes Western Kentucky University's safeguards to protect *data and information* as required under the Gramm Leach Bliley Act. These safeguards are provided to:

- Ensure the security and confidentiality of covered data and information;
- Protect against anticipated threats or hazards to the security or integrity of such information; and
- Protect against unauthorized access to or use of covered data and information that could result in substantial harm or inconvenience to any customer.

This Information Security Plan also provides for mechanisms to:

- Identify and assess the risks that may threaten covered data and information maintained by the University;
- Manage and control these risks;
- Implement and review the plan; and
- Adjust the plan to reflect changes in technology, the sensitivity of covered data and information, and internal or external threats to information security.

## **Identification and Assessment of Risks to Customer Information**

The University recognizes that it has both internal and external risks. These risks include, but are not limited to:

- Unauthorized access of covered data and information by someone other than the owner of the covered data and information
- Compromised system security as a result of system access by an unauthorized person
- Interception of data during transmission
- Loss of data integrity
- Physical loss of data in a disaster
- Errors introduced into the system
- Corruption of data or systems
- Unauthorized access of covered data and information by employees
- Unauthorized requests for covered data and information
- Unauthorized access through hardcopy files or reports
- Unauthorized transfer of covered data and information through third parties

The university recognizes that this may not be a complete list of the risks associated with the protection of covered data and information. Since technology growth is not static, new risks are created regularly. Accordingly, we will monitor advisory groups such as the Educause Security Institute, the Internet2 Security Working Group and SANS for identification of new risks.

The University believes current safeguards are reasonable and, in light of current risk assessments are sufficient to provide security and confidentiality to covered data and information maintained by the University. Additionally, these safeguards protect against currently anticipated threats or hazards to the integrity of such information.

## **Information Security Plan Coordinators**

The Registrar and Vice President for Information Technology have been appointed as the coordinators of this Plan. They are responsible for assessing the risks associated with unauthorized transfers of covered data and information and implementing procedures to minimize those risks to the University, and or conducting audits of this Plan on a periodic basis.

## **Design and Implementation of Safeguards Program**

### ***Employee Management and Training***

References of new employees working in areas that regularly work with covered data and information (Bursar's Office, Registrar, Development, Financial Aid, Admissions Office, and Advising Center) are checked. Additionally, criminal background checks are conducted on all employees of the university hired after July 12, 2006. Other checks could include identity verification, education verification, moving violation record, credit report, and professional licenses. During employee orientation, each new employee in these departments will receive proper training on the importance of confidentiality of student records, student financial information, and other types of covered data and information. Each new employee is also trained in the proper use of computer information and passwords. Training also includes controls and procedures to prevent employees from providing confidential information to an unauthorized individual, including "pretext calling"<sup>1</sup> and how to properly dispose of documents that contain covered data and information. Each department responsible for maintaining covered data and information is instructed to take steps to protect the information from destruction, loss or damage due to environmental hazards, such as fire and water damage or technical failures. Further, each department responsible for maintaining covered data and information should coordinate with the Plan coordinators on an annual

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<sup>1</sup> "Pretext calling" occurs when an individual improperly obtains personal information of university customers so as to be able to commit identity theft. It is accomplished by contacting the University, posing as a customer or someone authorized to have the customer's information, and through the use of trickery and deceit, convincing an employee of the University to release customer identifying information.

basis for the review of additional privacy training appropriate to the department. These training efforts should help minimize risk and safeguard covered data and information security.

### ***Physical Security***

The University has addressed the physical security of covered data and information by limiting access to only those employees who have a business reason to know such information. For example, personal customer information, accounts, balances and transactional information are available only to University employees with an appropriate business need for such information.

Loan files, account information and other paper documents are kept in file cabinets, rooms or vaults that are locked each night. Only authorized employees know combinations and the location of keys. Paper documents that contain covered data and information are shredded at time of disposal.

### ***Information Systems***

Access to covered data and information via the University's computer information system is limited to those employees who have a business reason to know such information. Each employee is assigned a user name and password. Databases containing personal covered data and information, including, but not limited to, accounts, balances, and transactional information, are available only to University employees in appropriate departments and positions.

The University will take reasonable and appropriate steps consistent with current technological developments to make sure that all covered data and information are secure and to safeguard the integrity of records in storage and transmission. The university requires that all servers must be registered before being allowed through the firewall, thereby allowing verification that the system meets necessary security requirements as defined by the Network Department. These requirements include maintaining the operating system and applications, including application of appropriate patches and updates in a timely fashion. Passwords are also required by users before they can gain access to University-protected data. In addition, an intrusion detection system has been implemented to detect and stop certain external threats, along with internal procedures to handle occasions where intrusions do occur.

When commercially reasonable, encryption technology will be utilized for both storage and transmission. All covered data and information will be maintained on servers that are behind a firewall. All firewall software and hardware will be kept current.

### ***Management of System Failures***

The University has developed written plans and procedures to detect any actual or attempted attacks on University systems and has a policy which outlines procedures for

responding to an actual or attempted unauthorized access to covered data and information. This policy is available upon request from the Director of Network and Computing Support.

## **Selection of Appropriate Service Providers**

Due to the specialized expertise needed to design, implement, and service new technologies, vendors may be needed to provide resources that the University determines not to provide on its own. In the process of choosing a service provider that will maintain or regularly access covered data and information, the evaluation process shall include the ability of the service provider to safeguard confidential financial information. Contracts with service providers may include the following provisions:

- An explicit acknowledgement that the contract allows the contract partner access to confidential information;
- A specific definition or description of the confidential information being provided;
- A stipulation that the confidential information will be held in strict confidence and accessed only for the explicit business purpose of the contract;
- An assurance from the contract partner that the partner will protect the confidential information it receives according to commercially acceptable standards and no less rigorously than it protects its own confidential information;
- A provision providing for the return or destruction of all confidential information received by the contract provider upon completion or termination of the contract;
- An agreement that any violation of the contract's confidentiality conditions may constitute a material breach of the contract and entitles the University to terminate the contract without penalty; and
- A provision ensuring that the contract's confidentiality requirements shall survive any termination agreement.

## **Information Technology Division General Security Considerations**

### ***Computer Labs***

1. Computing Labs are provided for use by WKU students, faculty and staff only. In cases that a computer lab does not have log on authentication, individuals should have a valid University Photo ID at all times while using the labs. Lab staff have the right to deny access to the Labs to anyone without proper identification.
2. Guests are allowed to use computer labs for a limited period of time, when access has been requested by an authorized faculty or staff member and approved by the Coordinator of Student Technology. Guest accounts are password protected.
3. Lab managers are responsible for the security of their labs and the lab's impact on the university network and any other networks.
4. Lab managers are responsible for the lab's compliance with all WKU security policies.

5. Network and Computing Support reserves the right to disable lab connections that negatively impact the university network or pose a security risk.
6. Labs machines are prohibited from engaging in port scanning, traffic spamming/flooding, and other similar activities that negatively impact the University network and/or non-university networks.
7. Labs must not advertise network services that may compromise University network integrity or put lab information at risk.
8. Network equipment such as hubs, switches, routers, and wireless access points may not be placed in university labs without authorization from Network Services.

### ***Anti-Virus***

1. All WKU PC-based computers must have WKU's standard, supported anti-virus software installed and scheduled to run at regular intervals.
2. The anti-virus software and the virus pattern files must be kept up-to-date.
3. Virus-infected computers must be removed from the network until they are verified as virus-free.
4. Lab Admins/Lab Managers are responsible for creating procedures that ensure anti-virus software is run at regular intervals, and computers are virus-free.
5. Any activities with the intention to create and/or distribute malicious programs into WKU's networks (e.g., viruses, worms, Trojan horses, etc.) are prohibited.

### ***Network Access***

1. Anyone who uses the campus computing environment must have appropriate status (e.g. staff, faculty and current students) and must be properly authorized when required.
2. Users must not:
  - a. Perform acts that negatively impact the operation of computers, peripherals or networks, or that impedes the ability of someone else to do his/her work.
  - b. Attempt to circumvent protection schemes for access to data or systems.
  - c. Gain or grant unauthorized access to computers, devices, software or data.
3. Guest access to our network is sponsored by a WKU employee and is available on the Info Tech website.

### ***Security Assessment***

1. Network and system security will be assessed on a periodic basis.
2. Security testing and audits will be conducted in accordance with the Western Kentucky University Network Security Assessment Plan.
3. If a security concern is found, the responsible party will be notified, and the problem addressed.

### ***Desktop Workstations***

1. Users are responsible for the security and integrity of University information stored on their personal desktop, which includes controlling physical and network access to the equipment.
2. Users may not run or otherwise configure software or hardware that may allow access by unauthorized users.
3. Employees must not access workstations which have not been provided to them for their work without the express permission of their department head.
4. Anti-virus software must be installed on all workstations that connect to the University Network.

### ***Software licenses***

1. Virtually all commercially developed software is copyrighted, and the users may use it only according to the terms of the license the University obtains.
2. Copying, or transfer of such software without authorization is prohibited.
3. All users are legally liable to the license issuer or copyright holder.
4. Placing unlicensed or illegally obtained software, music, movies, or documents on University computers is strictly prohibited.

### ***Physical Access***

1. Access should only be granted to any person with proper authorization to access the corresponding area.
2. We comply with University's least required access for distribution of keys.
3. Access to areas where administrative information is stored without prior authorization is prohibited.
4. Supervisors must ensure that staff who (voluntarily) terminate their employment with the department return their physical access keys and cards on their last day of work in the department.
5. Employees who are (involuntarily) dismissed from the institution must return their keys/cards at the time they are notified of their dismissal.
6. If an employee does not return the keys, areas controlled by the outstanding keys must be rekeyed.
7. University information or records may not be removed (or copied) from the office where it is kept except in performance of job responsibilities.
8. Access to WKU's computer operations areas should be restricted to those responsible for operation and maintenance.
9. Access to WKU's Information Technology data center by non-IT personnel is not permitted unless they are escorted by an authorized IT staff member.
10. Key access is granted on an individual basis and in no case should be lent or given to others.
11. Computer installations should provide reasonable security measures to protect the computer system against natural disasters, accidents, loss or fluctuation of electrical power, and sabotage.

12. Adequate disaster recovery plans and procedures are required for critical systems data.

## **Servers**

1. Administrative access to servers processing protected data must be password protected.
2. Servers should be physically located in an access-controlled environment.
3. All internal servers deployed at WKU must be owned by an operational group that is responsible for system administration. Approved server configuration guides must be established and maintained by each operational group, and approved by Network and Computing Support.
4. Servers must be registered with Network Contact Center (NCC). At a minimum, the following information is required to positively identify the point of contact:
  - a. Server contact(s) and location.
  - b. Hardware and Operating System/Version
  - c. Main functions and applications, if applicable
  - d. MAC address
5. NCC should be kept up-to-date with any changes to Server information.
6. Operating System configuration should be in accordance with approved security guidelines.
7. Services and applications that will not be used must be disabled where practical.
8. Access to services should be logged and/or protected through access-control methods if possible.
9. The most recent security patches must be installed on the system as soon as practical.
10. Do not use administrator or root access when a non-privileged account can be used.
11. If a methodology for secure channel connection is available, privileged access must be performed over secure channels, (e.g., encrypted network connections using SSH or IPSec).
12. All security-related events on critical or sensitive systems must be logged and audit trails saved as follows:
  - a. All security related logs will be kept online for a minimum of 30 days.
  - b. Daily incremental tape backups will be retained for at least 30 days.
  - c. Weekly full tape backups of logs will be retained for at least 3 months.
  - d. Monthly full backups will be retained for a minimum of 1 year.
13. Security-related events will be reported to Network Security, who will review logs and prescribe corrective measures as needed. Security-related events include, but are not limited to:
  - a. Port-scan attacks
  - b. Evidence of unauthorized access to privileged accounts
  - c. Evidence of access to information by an unauthorized viewer.
  - d. Anomalous occurrences that are not related to specific applications on the host.

14. Audits may be performed on university and departmental servers in accordance with the WKU Network Security Assessment Plan.

***Passwords – also includes and refers to User IDs and PINs (personal identification numbers)***

1. Passwords are designed to prevent unauthorized access to information. Users are responsible for safeguarding passwords and are accountable for negligent disclosure of passwords.
2. Passwords should be a minimum of 6 characters long. Some systems will require stronger passwords at least 7 characters long and constructed of a combination of alpha and numeric characters.
3. Passwords should be changed every 3 to 6 months or immediately if compromised. Some systems will automatically expire passwords at regular intervals and require the user to create a new, stronger password constructed in accordance with the requirements for that system.
4. Passwords should be memorized and never written down.
5. Passwords should not be stored in electronic form – in computer files or on portable devices such as USB memory keys unless strongly encrypted.
6. Passwords should not be stored in browser caches or other “auto complete” types of features available in browsers and other software. These password “memorization” functions should be disabled and never utilized.
7. Passwords must not be inserted into email messages or other forms of electronic communication.
8. Do not use the same password for WKU accounts as for other non-WKU access (e.g., personal ISP account, option trading, benefits, etc.).
9. WKU accounts or passwords should not be shared with anyone. All passwords are to be treated as sensitive, confidential information.
10. Password “lockout” features are enabled on many systems. User will be locked out of systems after 3 unsuccessful attempts to login and will require Help Desk intervention to regain access.

***Physical Assets***

1. Networking and computing hardware should be placed in a secure environment.
2. Employees must know where the fire suppression equipment is located and know how to use it.
3. Materials should not be stored on top of or directly next to equipment; vents must be kept open.

***Wireless Access***

1. This policy strictly prohibits access to WKU networks via unsecured wireless communication mechanisms.
2. Wireless access point must be registered with and approved by Network Contact Center (NCC).

3. Data encryption must be used between wireless hardware.
4. Wireless networks cannot operate with unrestricted access.

### ***Employee Training and Management***

1. Check references prior to hiring employees who will have access to financial and personal information.
2. Employees who have access to University Banner information must sign an agreement to follow WKU's confidentiality and security standards.
3. Each department is responsible for ensuring its employees are trained to take steps to maintain security, confidentiality and integrity of personal information, such as:
  - a. securing rooms and cabinets where records are kept;
  - b. using strong passwords and not posting, sharing, or releasing passwords;
  - c. recognizing any fraudulent attempt to obtain student information and reporting it to appropriate department or law enforcement agencies.

### ***Violations***

Any violation of these rules may lead to suspension of access to Information Technology resources, with the possibility of revocation of privileges, or other action as provided by disciplinary provisions applicable to faculty, staff, or student. Cases or suspected violations of local, state or federal laws will be turned over to the University General Counsel and/or the appropriate law enforcement agency.

### ***Privacy***

1. Western Kentucky University endeavors to ensure that its treatment, custodial practices, and uses of "Personal Information" are in full compliance with all related federal and state statutes and regulations.
2. The University commits to take reasonable precautions to maintain privacy and security of students' and employees' personal information. The University cannot guarantee that these efforts will always be successful; therefore, users must assume the risk of a breach of University privacy and security systems.
3. The University does not intend to sell, swap, rent, or otherwise disclose for commercial purposes, outside the scope of ordinary University functions, students' and employees' name, mailing address, telephone number, e-mail address, or other information. While the University makes reasonable efforts to protect information provided to us, we cannot guarantee that this information will remain secure and are not responsible for any loss or theft.
4. Personally identifiable information is defined as data or other information which is tied to, or which otherwise identifies, an individual or provides information about

an individual in a way that is reasonably likely to enable identification of a specific person and make personal information known about them.

5. Personal information includes, but is not limited to, information regarding a person's social security number, driver's license, marital status, financial information, credit card numbers, bank accounts, parental status, gender, race, religion, political affiliation, personal assets, medical conditions, medical records or test results, personnel or student records.
6. Some data items are considered directory information and will be released to the public unless a request is filed to prevent disclosure of the information, except for official university business. Employees who request confidentiality of that information should contact the Department of Human Resources, and students should contact the Office of the Registrar within the first five days of the term.
7. The University strongly discourages the use or storage (electronic/paper) of SSNs (social security numbers) in the course of daily academic or administrative business. All WKU employees and students are assigned a 9 digit WKUID which is the key to all personal, academic and administrative information. This WKUID is more secure than the SSN as it has no meaning outside the University and unlikely to aid in identity theft.
8. Western assumes that failure on the part of any student or employee to specifically request the withholding of categories of information indicates individual approval for disclosure.
9. Personal information may only be released or provided to others as follows: To employees and/or officers of the University on an authorized need-to-know basis, and only to those individuals who are authorized to use such information as part of their official university duties, and with the requirements: (1) that they keep that information confidential and use it only for, and to the extent required by, the official university business purposes that they are authorized to perform; and, (2) that they do not further disclose or provide that information to others.
10. A student's record may be released in compliance with a court order or subpoena. The University General Counsel will make a reasonable effort to notify the student in advance of compliance.
11. Student information may be released for health and emergency reasons.
12. The scope of individuals covered by this policy includes all individuals on whom the University, or any part of the University, or any employee, student, volunteer or contractor etc. of the University, has or maintains personal information. This includes students, employees, donors, patients, alumni, referring physicians, research subjects, individuals identified in research files, volunteers and others.

13. The University is bound by the Family Educational Rights and Privacy Act (FERPA) regarding the release of student education records, and in the event of a conflict with University policies, FERPA will govern. A guide to understanding FERPA is available from the Office of the Registrar. The Notification of Rights is printed in each term's schedule bulletin, the catalog, and is available on the Office of the Registrar website.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTIFICATION OF RIGHTS**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records, including:

(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent, including:

(a) Disclosure without the student's consent is permissible to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or

assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(b) FERPA allows the institution to routinely release information defined as "directory information." The following student information is included in the definition: the student's name, address, e-mail address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status (including full-time, part-time, not enrolled, withdrawn and date of withdrawal), degree and awards received and the most recent previous education agency or institution attended by the student. When a student wants any part of the directory information to remain confidential, an official request form must be completed in the Office of the Registrar within the first five days of class of each school term.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Western Kentucky University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-5920

Questions pertaining to the Family Educational Rights and Privacy Act may be directed to Freida K. Eggleton, Registrar, 238 Potter Hall, 745-5432.

## **University Individual Department Procedures**

### ***Student ID Center***

The student information stored at the ID Center is kept in two locations on one computer, the image directory and the VSC database. Both of these areas are password protected to prevent unauthorized entry. All paper-based info presented by students for the purpose of issuing an ID is shredded on a daily basis. All paper-based information presented by Faculty/Staff is filed in the appropriate location.

### ***Department of Student Financial Assistance***

Confidential Information is any information pertaining to the students' financial aid eligibility. This includes information submitted on the FAFSA, IRS tax forms and other financial documents, any information pertaining to the students' financial aid award, grades, and any professional judgment documents that are collected.

Only authorized school officials have access to financial aid information. The information is located on the Banner financial aid software system. The director authorizes access to individuals on an as needed basis. Each individual must logon with a personalized password. The Information Technology Division has security measures in place. Hard copy information is filed by social security number and is kept in filing cabinets in the back of the office. The office is locked during non-office hours.

The Department of Education requires that safeguard procedures are in place in order for the institution to be eligible for Federal Financial Aid.

The contact person is Cindy Burnette, 317 Potter Hall, 745-2755.

### ***WKU Health Service***

1. Health Services houses highly sensitive health and financial information, which includes but is not limited to: names, social security numbers, addresses, health diagnosis and treatment notes, and in some instances, psychiatric treatments notes and/or alcohol and drug abuse treatment records.
2. Electronically- In order to safeguard our patient information, a specific security level is in place for each employee. This security level, which is protected by a password, allows the employee to only access that information which is vital to their role within our organization. Banner is used in daily operations and has its own password protected system assigned. Finally, WKU information technology has also put a firewall in place to protect our patients' personal health information.

Financial information such as insurance denials and payments, although loaded into the computer accounts, are also housed in paper format. These hard copies are kept separate from the patient medical record, but are also protected by a double lock system.

Hard Copy Format- Patient charts and archived medical records are kept in a double locked area. These records are also in the process of being filed by patient number, not by SS#.

3. Currently, Health Services is required to follow the HIPAA (Health Insurance Portability and Accountability Act) regulations for medical record privacy and security.
4. The Contact person for Health Services is our Privacy Officer, Kathy Trulock. You can reach her at extension 745-5641.

## ***Office of the Bursar***

The Office of the Bursar maintains financial records for the Cashiers, Billings and Receivables and Perkins Loan functions of the University. These records include both electronic and paper records. The Bursar's Office is in a secure, locked environment with cameras and a security system.

Electronic records are maintained via Banner, the University's information system. Prior to receiving access to the Banner System, each employee is required to sign an agreement to comply with federal law and University policy regarding the protection of and correct use of information related to students and records privacy.

Paper records are maintained in filing cabinets. Perkins loan records are maintained in locked filing cabinets within the secure area of the Bursar's Office. The Perkins Loan Office maintains compliance with federal regulations including the use of fireproof filing cabinets for required records.

The University receives credit card information for payment of tuition and fees as we use a lock box company for credit card processing. The hard copy information is maintained in a filing cabinet and then shredded or burned after a specified period of retention. When a student pays with a credit card via our secured website, the credit card number is masked on their student account.

The University uses service providers for collection agency and student loan service. We oversee service providers by taking steps to select and retain providers that are capable of maintaining appropriate safeguards for customer information.

Additional safeguards in place:

- The Office of the Bursar checks references prior to hiring employees who will have access to customer information.
- Records are disposed after the designated period of retention either via shredding or burning.
- Computers are password protected.

The contact person for the Office of the Bursar for information security issues is:

Belinda Higginbotham  
Bursar  
Potter Hall, Room 208  
Phone (270) 745-6380

## **Office of Admissions**

### **Information that is covered in this plan:**

The Office of Admissions obtains and collects a variety of different information for prospective university students through a variety of stages and in different formats. Those types of data that are collected include, but are not limited to:

#### Prospect Stage:

- purchased information of high school graduates
- solicited information from community colleges of transfer students

#### Inquiry Stage:

- general inquiries from prospective students

#### Applicant Stage:

- applications from prospective students
- advanced placement examination information
- standardized test results for prospective students
- immigration documentation of prospective international students
- high school and college transcripts of prospective students

#### Admission Stage:

- applications from re-admit students

### **How information is safeguarded:**

All student records that are stored within the Office of Admissions are covered under the Family Educational Rights and Privacy Act of 1974 (FERPA) and those guidelines establish release of student information.

In addition to FERPA regulations, the Office of Admissions has the following policies and procedures in practice to protect information.

### **Electronic data**

All data are received on disk, tape or received electronically (downloaded) using industry standard privacy software. All data are transferred to the Banner student information system by Administrative Systems and Applications personnel. Disks or tapes are returned to the Office of Admissions from Administrative Computer after they are loaded to Banner.

Banner student information system security is maintained by the Administrative Systems and Applications Department. The system administrator is Gordon Johnson.

All electronic data that is received on a disk or tape that is considered for disposal is destroyed within the office prior to disposal making the disk or tape unreadable. No disk or tape is to be recycled for re-use.

### **Hard copy**

Records are maintained within the office until the student is enrolled at Western Kentucky University, at which time the records are moved to the Registrar's Office. Records of students who do not matriculate are held for three (3) years or until they do matriculate. If the student does not matriculate, the records are destroyed after three (3) years. All hard copy documentation that is considered for disposal is shredded using a third party shredder company.

All information that is to be disposed of that contains student information is shredded within the office. All bulk record shredding is reported to the University Archives division. An estimate of the amount of records to be shredded and the general type of records are reported to University Archives.

All personnel are required to read and abide by office procedures on student record information including FERPA regulations. Training agendas include a component on information security.

### **Any special safeguarding imposed by professional standards organization:**

No additional special safeguarding is imposed.

### **Contact person for security issues:**

Director of Admissions  
1906 College Heights Blvd. #11020  
Bowling Green, KY 42101-1020  
(270) 745-2551  
[dean.kahler@wku.edu](mailto:dean.kahler@wku.edu)

### ***Department of Housing and Residence Life***

The following information about students is maintained in the Department of Housing and Residence Life:

1. Records related to disciplinary actions originating in the residence halls.
2. Records related to room assignment, room registration, room occupancy, and applications to live on campus.
3. Records related to financial obligations, billing and payment information for damages to residence hall rooms and facilities.

Records are maintained in both electronic format and hard copy forms. Specific storage and security measures are in place as follows:

1. Records related to disciplinary matters are maintained in hard copy form. Records stored in the main office area are kept in locked file cabinets. Records more than two years old are stored in a locked storage area adjacent to the main office area.
2. An electronic file is created summarizing pertinent information related to disciplinary matters. This database is maintained on a secure server accessible via Topnet. Only those individuals with authorized access to the Student Conduct System may access the database through Topnet login procedures.
3. Records related to the assignment process are maintained on BANNER and in hard copy. The hard copies are held for five years and are stored in a locked storage area adjacent to the main office area.
4. Any special safeguarding requirements imposed by your professional standards organizations.

The Association for Student Judicial Affairs contains the following language pursuant to confidentiality in the Statement of Ethical Principles and Standards of Conduct:

- Confidentiality. Members ensure that confidentiality is maintained with respect to all privileged communications and to educational and professional records considered confidential. They inform all parties of the nature and/or limits of confidentiality. Members share information only in accordance with institutional policies and relevant statutes, when given informed consent, or when required to prevent personal harm to themselves or others.

The Association for College and University Housing Officers-International contains the following language in the Ethical Principles and Standards for College and University Student Housing related to Technology:

1. Technology resources used in administration and operations are regularly evaluated for determining whether current and projected needs and opportunities are met.
2. Staff have access to adequate technology resources in the performance of their job responsibilities.
3. Technology resources are used to create and sustain cost reduction and efficiency improvement measures initiated by professional staff.
4. Technology resources are properly maintained and serviced.
  - ACUHO-I recommends the use of the procedures developed and published by the National Association of College and University Business Officers (NACUBO), the Canadian Association of University Business Officers (CAUBO), or other similar national professional associations with regard to financial reporting and accounting.
  - Staff members shall treat confidential information appropriately.

The Council for Advancement of Standards contains the following language pursuant to records and privacy:

- Judicial program staff members must maintain the highest principles of ethical behavior in the use of technology.
- Information disclosed in individual counseling sessions must remain confidential, unless written permission to divulge the information is given by the student. However, all staff members must disclose to appropriate authorities information judged to be of an emergency nature, especially when the safety of the individual or others is involved. Information contained in students' educational records must not be disclosed to extra-institutional third parties without appropriate consent, unless classified as "Directory" information or when the information is subpoenaed by law. Judicial programs must apply a similar dedication to privacy and confidentiality to research data concerning individuals.
- Judicial program staff members must ensure that confidentiality is maintained with respect to all communications and records considered confidential unless exempted by law.
- Housing staff members must ensure that confidentiality is maintained with respect to all communications and records considered confidential unless exempted by law. Information disclosed in individual counseling sessions must remain confidential, unless written permission to divulge the information is given by the student. However, all staff members must disclose to appropriate authorities information judged to be of an emergency nature, especially when the safety of the individual or others is involved. Information contained in students' educational records must not be disclosed to non-institutional third parties without appropriate consent, unless classified as "Directory" information or when the information is subpoenaed by law. Programs and services must apply a similar dedication to privacy and confidentiality to research data concerning individuals. All staff members must be aware of and comply with the provisions contained in the institution's human subjects research policy and in other relevant institutional policies addressing ethical practices.

The American College Personnel Association contains the following language regarding confidentiality in the Statement of Ethical Principles and Standards:

- Inform students of the nature and/or limits of confidentiality. They will share information about the students only in accordance with institutional policies and applicable laws, when given their permission, or when required to prevent personal harm to themselves or others.
- Use records and electronically stored information only to accomplish legitimate, institutional purposes and to benefit students.

The National Association of Student Personnel Administrators contains the following language regarding confidentiality in the association's Standards of Professional Practice:

Members ensure that confidentiality is maintained with respect to all privileged communications and to educational and professional records considered confidential. They inform all parties of the nature and/or limits

of confidentiality. Members share information only in accordance with institutional policies and relevant statutes when given the informed consent or when required to prevent personal harm to themselves or others.

The contact persons to address information security issues:

- a. Records related to disciplinary actions originating in the residence halls.  
Jim Schlinsog  
Assistant Director for Residence Life  
18 Southwest Hall  
1906 College Heights Blvd  
Bowling Green, KY 42101  
(270) 745-2037  
[jim.schlinsog@wku.edu](mailto:jim.schlinsog@wku.edu)
- b. Records related to disciplinary actions originating outside of the residence halls.  
Howard Bailey  
Associate Vice President for Student Affairs and Development  
410 Potter Hall  
1906 College Heights Blvd  
Bowling Green, KY 42101  
(270) 745-2792  
[howard.bailey@wku.edu](mailto:howard.bailey@wku.edu)
- c. Records related to room assignment, room registration, room occupancy, and applications to live on campus.  
Kit Tolbert  
Director for Housing Operations  
18 Southwest Hall  
1906 College Heights Blvd  
Bowling Green, KY 42101  
(270) 745-2100  
[kit.tolbert@wku.edu](mailto:kit.tolbert@wku.edu)
- d. Records related to billing and payment information for damages to residence hall rooms and facilities.  
Kit Tolbert  
Director for Housing Operations  
18 Southwest Hall  
1906 College Heights Blvd  
Bowling Green, KY 42101  
(270) 745-2100  
[kit.tolbert@wku.edu](mailto:kit.tolbert@wku.edu)

## ***Office of the Registrar***

The Office of the Registrar maintains a variety of student academic records that are in both electronic and paper format. Employees in this office are trained to protect the privacy of students' records and are well-versed in the Family Educational Rights and Privacy Act (FERPA), the federal law that protects the privacy of educational records and defines proper release of that information.

Electronic records are maintained in the Banner student information system, and changes to those records are made only by authorized personnel. Access to the Banner system is via a PIN, and each employee must be trained in the proper use of the system before access to the system is granted.

The Office of the Registrar also maintains a variety of confidential paper records. Student transcripts date back to 1906, the founding date of the institution, and are stored in filing cabinets in secure vaults. Permanent student record folders are also stored in filing cabinets and are under the daily supervision of two employees. These folders are destroyed following students' five-year absence from the university. Work papers and other documents containing private information are shredded following their use. The office is locked during non-business hours.

The contact person for security issues is:

Freida Eggleton  
Registrar  
Western Kentucky University  
1906 College Heights Blvd #11017  
Bowling Green, KY 42101-1017  
(270) 745-5432  
[freida.eggleton@wku.edu](mailto:freida.eggleton@wku.edu)

## **Continuing Evaluation and Adjustment**

This Information Security Plan will be subject to periodic review and adjustment. The most frequent of these reviews will occur within the IT Division where constantly changing technology and evolving risks mandate increased vigilance. Continued administration of the development, implementation and maintenance of the program will be the responsibility of the designated Information Security Plan Coordinators who will assign specific responsibility for implementation and administration as appropriate. The Coordinators, in consultation with the Office of General Counsel, will review the standards set forth in this policy and recommend updates and revisions as necessary. It may be necessary to adjust the plan to reflect changes in technology, the sensitivity of student/customer data and internal or external threats to information security. The office of the Vice President for Information Technology will be responsible for

maintaining the most current version of this policy and keeping it updated both in print and on-line.

Created and approved May 23, 2003.

Revised August 3, 2006.

Revised June 20, 2007, per recommendations of the Office of Internal Audit.