POLICY & PROCEDURE DOCUMENT

NUMBER: 5.5010

DIVISION: Information Technology

TITLE: Information Security Policy

DATE: September 15, 2013

REVISED:

AUTHORIZED: Dr. Robert Owen, VP for Information Technology

I. Purpose and Scope

This purpose of this policy is to ensure that the University (and its constituents) manages and protects all information collected, stored, and disseminated under its control in a responsible and secure manner, and in accordance with Federal and State statutes and industry guidelines. This particularly pertains to the protection and privacy of personal or sensitive information managed and maintained via information technology resources. The University's operational guidelines and rules of conduct regarding information protection and security are contained in a document entitled the ***"Information Security Plan"*** which complies with the Graham, Leach, Bliley Act of 1999; and is available on the University's online policies website.

II. Policy

The University will develop, implement, and maintain administrative, technical, and physical safeguards to protect the security, integrity, and confidentiality of constituent information and other sensitive University information. All University constituents, including but not limited to, faculty, staff, and students, are directed to read, understand, and comply with Western Kentucky University's ***"Information Security Plan."***

The objectives of this plan are to:

- Ensure the security and confidentiality of constituent and other University information;
- protect against threats and hazards to the security or integrity of such information; and
- protect against unauthorized access to or use of such information that could result in substantial harm, inconvenience, or liability to the University or its constituents – employees, students, affiliates, or other.

III. Procedure

See www.wku.edu/it/policies (procedures section if applicable).

IV. Related Policies

Information Security Plan (www.wku.edu/it/policies)

V. Reason for Revision