



POLICY & PROCEDURE DOCUMENT

NUMBER: 5.5013
UNIT: Information Technology Services
TITLE: Information Security Policy
DATE: April 15, 2013
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AUTHORIZED: AVP for Information Technology Services

I. Purpose and Scope

The purpose of this policy is to ensure that the University (and its constituents) manages and protects all information collected, stored, and generated 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 Gramm, Leach, Bliley Act of 1999; and is available on the University's online policies website.

II. Policy

The University implements and maintains 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.

Violations

Any violation of this policy 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 students. Confirmed 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.

III. Procedure

IV. Related Policies

5.501X Information Security Plan

V. Reason for Revision

Revised to make minor changes to grammar, spelling, and diction as part of an annual review process.

This policy was last reviewed on May 1, 2019.