INFORMATION SECURITY   Effective November 18, 2021
Policy 15-02
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(A)   The College is committed to protecting the confidentiality of all data that it maintains, including information regarding individuals affiliated with Columbus State. This policy applies to all storage media and computing resources, all authorized users of Columbus State computing resources, whether affiliated with the College or not and to users of those resources, whether on Columbus State-leased or owned property or from remote locations.

(B)   Columbus State has established an Information Security Program to safeguard information maintained by the College. The Program establishes processes and procedures to protect College information from unauthorized access, loss, theft or damage by creating effective, logical and physical safeguards. College information may be verbal, digital, hardcopy, individually controlled, shared and used for administration, research, teaching or other purposes.

(C)   The College shall establish identity authentication processes which validate the identity of an individual and protects the privacy of employee, vendor and student records, regardless of activity, technology or course delivery method.

(D)   The improper use, recycling and disposal of storage media and computing devices pose a significant information security risk which may result in unauthorized access to Columbus State data, a breach of licensing agreements and/or violation(s) of state and federal data security and privacy laws. Appropriate safeguards must be followed to protect College data from unauthorized disclosure during the transfer or disposal of storage media and computing devices.

(E)   The President may establish procedure(s) to administer this policy.

New Policy