



Data Security Policy

1.0	Purpose: To govern access to college structured and unstructured data.
2.0	Revision History: Original 2/24/2009, Update 10/19/2010 (4.6 added)
3.0	Persons Affected: This policy applies to all students, faculty, and staff in the use of College owned computer resources.
4.0	<p>Policy:</p> <ol style="list-style-type: none"> 1. All use of a QCC owned technology is governed by the QCC Information Technology Acceptable Use Policy. 2. Access to college owned data will be provided based on the staff member's job function at the College. 3. Access to college data will be approved by the appropriate area Vice President or their designee. 4. Removing confidential information using removable media is prohibited. 5. Accessing College data and systems other than through approved methods as designed to maintain integrity and security is prohibited. 6. Annually each employee will be trained on the importance and proper use of personal information security systems.
5.0	<p>Definitions:</p> <ol style="list-style-type: none"> 1. Removable media is storage that can be removed by the staff member and transported to another system. These include floppy disks, writable CD's, zip disks, USB sticks and paper. 2. Confidential information is outlined in the QCC FERPA (Family Education Rights Privacy Act) Policy, HIPAA (Health Insurance Portability and Accountability Act), Personal Account Numbers as outlined in the PCI (Payment Card Industry) Data Security Standard, and Article V.- Maintenance of Records in the MCCC contract.

6.0	<p>Responsibilities:</p> <ol style="list-style-type: none">1. The staff member is required to adhere to FERPA, HIPAA, and all college policies in the use of data resources.
7.0	<p>Procedures:</p> <ol style="list-style-type: none">1. System Access Procedures (VPN/ Citrix)
8.0	<p>Sanctions:</p> <ol style="list-style-type: none">1. Any sanctions associated with other College policies resulting from the use of the resource, loss of borrowing privileges, and/or referral to appropriate college or legal authorities.