Policy Name: Information Security for Portable Devices

Policy Number: 14.6

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 1/27/2015

Unit(s) Responsible for Policy Implementation: Vice President for University Affairs

Purpose of Policy (what does it do): The policy provides guidelines for securing data on portable computing devices.

Reason for the addition, revision, or deletion (check all that apply):

- [ ] Scheduled Review
- [ ] Change in law
- [ ] Response to audit finding
- [ ] Internal Review
- [ ] Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: The policy was edited for clarity.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Brandon Stringfield, Information Security Officer
Mike Coffee, Director Telecommunications & Networking
Anthony Espinoza, Chief Information Officer
Dr. Steve Westbrook, Vice President for University Affairs
Damon Derrick, General Counsel
Information Security for Portable Devices

Original Implementation: October 18, 2011
Last Revision: January 27, 2015
April 24, 2018

The information resource owner, or designee, is responsible for ensuring that the risk mitigation measures described in this policy are implemented. The intended audience is all users of SFA information resources regardless of the portable devices ownership are responsible for safeguarding university data.

Definitions:

Confidential Information – Information that is protected from disclosure requirements under the provisions of applicable state or federal law, e.g., Family Educational Rights and Privacy Act (FERPA), The Texas Public Information Act. Most student records are confidential information.

Information Resources (IR) - The procedures, equipment, and software that are designed, employed, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information or data.

Information Resource Owner– an entity responsible for:

- a business function; and,
- determining controls and access to information resources supporting that business function.

Portable Computing Device –Any portable device that is capable of capturing, processing, storing, and transmitting data to and from the SFA information resources.

Portable Storage Device –Any portable device that stores electronic data.

Remote Access – The act of using a computing device to access another computer/network from outside of its established security realm (e.g. authentication mechanism, firewall, or encryption).

Risk Mitigation Measures:

- Portable computing devices, containing confidential information will be protected from unauthorized access by passwords or other means.
- Any confidential information stored on portable computing or storage devices will be encrypted with an appropriate encryption technique.
- All remote access to confidential information from a portable computing device will utilize encryption techniques, such as virtual private network (VPN), secure file transfer protocol
(SFTP), or secure sockets layer (SSL).

- Confidential information will not be transmitted via wireless connection to, or from, a portable computing device unless encryption methods that appropriately secure wireless transmissions, such as virtual private network (VPN), encrypted Wi-Fi, or other secure encryption protocols are utilized.

- Unattended portable computing or storage devices, containing confidential information, will be kept physically secure using means appropriately commensurate with the associated risk.

- Where appropriate, keep portable computing devices patched/updated, and install anti-virus software and a personal firewall.


Responsible for Implementation: Provost and Vice President for Academic Affairs, Vice President for University Affairs

Contact for Revision: Provost and Vice President for Academic Affairs, Information Security Officer

Forms: None

Board Committee Assignment: Academic and Student Affairs