



## Delaware State University

**University Area(s) Responsible:** Division of Technology and Information

Systems; Office of Finance and Administration

**Policy Number & Name:** 8-01: Data Storage Policy

**Approval Date:** 7/11/11

**Revisions:** \_\_\_\_\_

**Related Policies and Procedures:** \_\_\_\_\_

### Introduction

The Delaware State University Division of Technology and Information Systems, manages a network of centralized computer systems operating in a distributed computing environment on the DSU campus. The Division of Technology and Information Systems provides all individual and departmental network drive storage space on high-availability data storage arrays under 24 hour, 7 days a week maintenance and is centrally backed up by DSU nightly.

The Family Educational Rights and Privacy Act (FERPA), the Gramm-Leach-Bliley Act (GLBA), and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) require protection of the security and confidentiality of specific types of personal information.

## **Purpose**

The Purpose of this policy is to ensure that all critical University data such as FERPA, HIPAA, and GLBA, DSU Research, Financial, Student, Banner, Human Resources, Alumni, Construction, Admissions, or other personally identifiable information is properly stored, backed up and protected, the following guidelines must be adhered to by all DSU employees.

## **Policy**

This policy provides minimum requirements, guidelines and procedures on how to protect the privacy and security of information at Delaware State University. It aims at protecting the privacy, security and reputation of DSU, its students and its employees.

## **Scope and Applicability**

This policy applies to all DSU employees.

## **Procedures, Guidelines and Responsibilities**

1. The use of personally owned desktops, laptops, PDA's (Personal Digital Assistants) or other technology-related equipment is not permitted for conducting University business or for storing University data.
2. DSU employees must store all data on appropriate DSU Network drives. Network drives are folders/databases that your PC is configured to point to. Folders/Databases such as, My Documents, Trackit, Hiring, "N" drives, etc., are defined on University servers for each user. Storing data only on your desktop PC will prevent the data from being backed-up and/or retrieved. Storing your data on the network drive is just as convenient as storing on your desktop; it's a more secure method to protect valuable University data and is consistent with University policy. These network drive folders are backed up nightly for the protection of the data.
3. University data should not be stored on portable media (i.e. diskettes, flash drives, etc.) which is not backed up and can easily be lost, stolen or damaged.

All data users are expected to:

- a. Access Institutional Data only in their conduct of University business.
- b. Review information created from the data to ensure, to the extent of their ability, that the analysis results are accurate and the data has been interpreted correctly.

- c. Respect the confidentiality and privacy of individuals whose records they may access.
- d. Observe any ethical restrictions that apply to data to which they have access.
- e. Abide by applicable laws or policies with respect to access, use, or disclosure of information.

DSU users will comply with all reasonable protection and control procedures for administrative data to which they have been granted the ability to view copy or download in order to carry out their job duties and responsibilities. The integrity of DSU systems must be respected. This means that users of systems will not divulge passwords, pins, private keys or similar elements to anyone else, and they will not exploit sessions left open or otherwise misappropriate or steal the "identity" of another user. The DSU Division of Technology and Information Systems continuously monitors University data storage compliance. Violation of this policy may lead to disciplinary action up to and including termination of employment.