

Board of Governors Policy



NEW RIVER
Community and Technical College
Central Administration

POLICY NAME	Information Security		POLICY NO.	BOG 6.1	
RESPONSIBLE OFFICE	Information Technology Services	EFFECTIVE DATE	06/01/2024	DATE APPROVED	June 2024
DATE OF LAST REVISION	04/09/2024	DATE OF NEXT REVIEW	April 9, 2026		

SCOPE

This Policy applies to all New River employees and third-party Agents of the College as well as any other College affiliate who is authorized to access protected Institutional Data, regardless of data classification or storage location.

Compliance – Legislative Rule

PURPOSE

This policy establishes a framework for safeguarding and managing College-owned institutional data, assigns responsibilities and authority for this management, and authorizes the President's Cabinet to oversee this activity. The purpose of this policy is to protect all Institutional Data in a manner that is considered reasonable and appropriate, as defined in the College's Data Governance Plan.

Violations of this Policy may result in suspension or loss of the violator's user privileges, with respect to Institutional Data and College-owned Information Systems. Additional administrative sanctions may apply up to and including termination of employment or contractor status with the College. Civil, criminal, and equitable remedies may also apply.

TERMS AND DEFINITIONS

TERM	DEFINITION
Agent	Any employee or third-party person who has been contracted by the College to enter, access, process, store, manage, or transmit Institutional Data as part of those services. Some roles assigned these responsibilities include Data Specialists, Owners, Stewards, and Data Governance Board members.
Information System	Any system or service that stores, processes, or transmits digital or analog Institutional Data.
Institutional Data	Any data that is developed, communicated, owned, stored, or licensed by the College.
Data Governance Board and Data Stewards Group	Key leaders involved in decision-making for the management of New River data assets. The President's Cabinet serves as the Data Governance Board and has oversight of the Data Stewards Group (as defined in the Data Governance Plan). These designated Agents have responsibility and authority to develop and execute College data management efforts.

POLICY

Throughout its lifecycle, all **Institutional Data** shall be protected in a manner considered reasonable and appropriate, as defined in the College's Data Governance Plan (with accompanying policies and procedures), given the level of sensitivity, value, and criticality that the **Institutional Data** has to the College.

Any **Information System** that stores, processes, or transmits **Institutional Data** shall be secured in a manner considered reasonable and appropriate, given the level of sensitivity, value, and criticality that the Institutional Data has to the College.

Individual **Agents** with authorized access to **Institutional Data** shall be responsible for safeguarding that data during entry, access, transmission, and storage.

Data Stewards and **Data Governance Board** members shall ensure effective management of these individual and third-party agents.

ADDITIONAL INFORMATION

Additional information can also be found using the following resources:

New River CTC Data Governance Plan

<https://web.newriver.edu/projects/data-governance/>

WVHEPC Data Classification and Protection Policy

<https://www.wvhepc.edu/wp-content/uploads/2024/02/Data-Classification-and-Privacy-Management-Policy.pdf>

WVHEPC Privacy Management and Incident Response Plan

<http://www.wvhepc.edu/wp-content/uploads/2020/03/Incident-Response-Plan.pdf>

EXCEPTIONS/EXCLUSIONS

n/a

REVIEW

This policy shall be reviewed every two years. Upon such review, the President or President's designee may recommend that the policy be amended or repealed.

APPROVAL SIGNATURES

DocuSigned by: <i>Roger J. Lippins</i>	06/11/2024 1:24 PM
90A147F9BE34443... Board of Governors, Chair	Date
DocuSigned by: <i>Bonny B. Copenhaver</i>	06/11/2024 8:30 AM
03EC9CFC06C741F... President	Date

RELATED POLICIES, OTHER REFERENCES AND ADDITIONAL NOTES

N/A

ASSOCIATED FORMS

N/A

HISTORY		
REVISION DATE	DESCRIPTION OF CHANGE	VICE PRESIDENT APPROVAL
4/26/2024	Updated to new College format with scope expanded to include all data classifications and storage locations. Agents responsible for management and adherence to this policy were more clearly defined. Terms and definitions were updated for clarity and accuracy. A two-year review cycle was established.	DJA

New River Community and Technical College expects all faculty, staff and students to be familiar with and adhere to all applicable college policies.