

Governance & Policies

: February 4, 2014

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President's Cabinet

All administrative information stored within Administrative Software Systems is considered a resource and the property of Millersville University. Implementation and adherence to the university's security policy is necessary to protect this resource. Security standards shall be applied in the procurement, design, development, implementation and operation of computer systems and applications.

Individuals must keep passwords confidential. Information Technology will require individuals to change their passwords on a regular basis in compliance with our password policy.

Accounts must be kept active. If an account is inactive for six months or more, it will be disabled and the account owner will be required to complete an Account Request form.

State and Federal laws regarding unauthorized access and disclosure of confidential information must be adhered to.

Information Technology computer facilities and administrative data support the operation of the university. Use of these facilities or data for unauthorized activity such as: to obtain

Any change in employment status,

2. Establish measures, which affect security within the application, if required. These measures limit users to specific portions of the application as dictated by the Data User's function and promote proper separation of duties.

Data Owners can assign the responsibility to approve access to an additional staff member in each area. The Data Owner may grant this responsibility by sending a letter to the Director of Information Systems Support.

Data Users shall:

Have the right to access information in the Application software systems as necessary to perform their assigned duties. In exercising this right to access data, they shall:

1. Obtain approval from the appropriate Data Owner in charge of the area where access is requested before update or view capability of any software module is granted.

2. Have the right to appeal for access to the Computer Security Board if denied screen access f Thict1.3(a)Bheiew c\2 (11.30p\2 e 15.17nted.

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