

User and Personal Information Security Policy

(OAR 580-055-0050-3)

The purpose of this policy is to clarify individual responsibility in handling information entrusted to the institution. The University is held accountable to protect certain information by federal laws (such as FERPA and HIPPA), state laws (such as the Oregon Consumer Identity Theft Protection Act of 2007) and State Board of Higher Education administrative rules. However, ready access to information is a requirement for the effective operation of the institution and current information technology makes it easier than ever for individuals to collect, process, and store information on behalf of the University. Therefore, all individuals acting on behalf of the university need to understand their responsibilities.

University information falls into the following categories:

Unrestricted Information: This is any and all information that is readily available, or could be made available, to all university constituents as well as the general public.

Sensitive Information: This information must be guarded due to proprietary, ethical or privacy considerations. Its unauthorized access, modification or loss could seriously affect the university, its partners or the public.

Protected Information: This category of information is protected by statutes, rules, regulations, University policies, contractual language and/or is considered to be personally identifiable. The highest levels of restriction apply, both internally and externally, due to the potential risk or harm that may result from disclosure or inappropriate use. Protected Information will be designated by the appropriate Data Steward along with requirements for handling such with minimum safeguards.

See the Information System Classification Standard for additional classification information.

Individuals, including faculty, staff, other employees and affiliated third party users have a responsibility to protect the information entrusted to the institution. All have an obligation to understand the relative sensitivity of information they handle and abide by University policies regarding protections afforded that information.

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