LSUE

POLICY STATEMENT 124
DATA MANAGEMENT

POLICY DIGEST

Monitoring Unit: Office of Information Technology
Initially Issued: December 12, 2022
Last Revised: none

I. PURPOSE

As an institution of higher education, Louisiana State University at Eunice ("University" or "LSU Eunice") is charged with maintaining systems and data for administrative and academic purposes. These assets are critical to the mission of the University, and the acceptable use of these systems and data sets must be managed with a formalized Data Management policy.

The purpose of this policy is to define the required processes and activities to support the classification, management, and security of data that is owned and/or maintained by the University.

II. DEFINITIONS

Asset. A resource, process, product, information infrastructure, etc. whose loss or compromise could intangibly affect its integrity, availability, or confidentiality or it could have a tangible dollar value. The loss or compromise of an asset could also affect LSU Eunice's ability to continue business.

Data. Any information residing on the University Information Technology (IT) Infrastructure or held on any other IT Infrastructure on behalf of the University. This data includes files, documents, messages in any format, including e-mail messages and posts made on any Social Media site maintained by/for the University or its units. All data created and/or maintained by a User is also subject to this Policy, even if the data is created and/or stored on the User's own personal computer, smartphone, or other personal device.

User. Any individual or entity that utilizes an asset. A user can be an individual, application, information system, network, etc.

III. POLICY STATEMENT

   A. Data Classification

      1. LSU Eunice must establish a Data Governance Framework.

      2. Datasets under the purview of LSU Eunice must be assigned a classification level based on sensitivity of the incorporated data elements.

40   B. Data Handling

41   1. LSU Eunice must identify administrative, technical, and physical security controls
42   that need to be applied to restrict access and safeguard data, based on data
43   classification, to ensure its confidentiality, integrity, and availability.

44   2. LSU Eunice shall identify critical datasets and implement appropriate measures to
45   recover data fully in the event of a technology failure.

46   C. Data Storage

47   1. Data must be stored in a manner that complies with relevant regulations, contractual
48   agreements, and/or data classification to maintain its confidentiality, integrity, and
49   availability.

50   D. Data Privacy

51   1. LSU Eunice must implement processes and/or procedures to support privacy of
52   personal information which is collected, used, processed, and/or stored for business
53   purposes.

54   2. LSU Eunice must implement processes and procedures to improve user awareness
55   as it pertains to the privacy of their personal information.

56   3. LSU Eunice must implement processes and procedures to support compliance with
57   privacy regulations at local, state, national, and/or international level.

IV. STANDARDS

59   A. The data classification standards are outlined in Standard LSU Eunice-ST-124-1.

60   B. The data handling standards are outlined in Standard LSU Eunice-ST-124-2.

61   C. The data storage standards are outlined in Standard LSU Eunice-ST-124-3.

62   D. The data privacy standards are outlined in Standard LSU Eunice-ST-124-4.

V. REVISION HISTORY

Version	Date	Change Description	Edited By
0.1	04/20/2022	Initial Draft	OIT

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