

 VILLANOVA UNIVERSITY	Policy: Data Security and Privacy
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Financial Affairs Department Financial Information Systems Support Policies and Procedures	Approved: March 12, 2004

Policy

Data Security and Privacy policies are part of effective IT security risk management and are designed to promote reliable and secure access to electronic information. These policies should protect data from unauthorized access and preserve the privacy expectations of faculty, staff, and students.

Financial Affairs staff and student workers should understand and comply with the University's Network Security Policy located at the following web address:

<http://www.unit.villanova.edu/policies/networksecurity.htm>

Financial Affairs staff and student workers should understand and comply with the University's Electronic Mail Policy located at the following web address:

<http://www.unit.villanova.edu/policies/emailpolicy.htm>

Procedure

1. Due to the security issues inherent in desktop and notebook computers, Financial Affairs staff should avoid maintaining files that contain sensitive or confidential information on employees or students. Printed reports containing sensitive or confidential information should be stored in a secure location or properly destroyed.
2. Electronic files containing credit card numbers should be maintained on removable media and secured when not in use.
3. Due to the inherent security risks involving instant messaging programs, they are not to be installed or used for any reason. Financial Affairs staff is to use the University email system for all internal and external electronic communication.
4. Financial Information Systems Support will assist staff with questions regarding data security.