

	Procedure Number	8.6.3P
	Effective Date	9/25/23

ed on: 9/25/23

This procedure applies to all persons including without limitation: The Board of Trustees, employees, students, guests, and all o0 Td(gu)-6 51.4 Tm(an)2CTj56fd8 (l)1(an)tion

- G. *Private Data* – includes information gathered from users by their use or connecting to LCCC resources, including system activity, event logs, browsing history, email/voicemail content, and documentation.
- H. *College Data* – College data are assets of the college in any form or location that meets one or more of the following criteria:
  - a. Data that the college has a legal obligation to responsibly manage.
  - b. Data that is relevant to the operations, planning, management, control, reporting, auditing, and administration of the college.
  - c. Data that is created, received, maintained, or transmitted as a result of the function of the college.
  - d. Data that is included in an official college report.
  - e. Data that is used to derive any data element that meets the above criteria.
- I. *Administrative Computer System* – Ellucian's Colleague ERP.
- J. *E-Resources* – All information-technology and other electronic resources of the College (referred to in this procedure as "E-Resources"), including without limitation:
  - a. all devices, systems, equipment, software, data, networks, and computer facilities



databases containing sensitive information and PII. PII data is encrypted while at rest and while in transit on any external network.

- j.* LCCC shall evaluate and adjust its information security program in light of the results of required testing and monitoring, material changes to its operations or business arrangements, results of risk assessments, (n)42.9 (sn{arrant)-3 (y)-4.5 ( )10.6 (o)0.5 ( t)-3 (h)2.3 (er10.6 (

the status of onsite infrastructure. Our disaster recovery strategy is tested for viability every six months.

F. Employee Workstations

- a. It is the responsibility of each employee to adequately safeguard their own data from loss. To protect against most common data-loss scenarios, ITS advises that all data on employee computers be stored within the OneDrive account provided by the College. Data stored in OneDrive is