

 <b>SOUTHEAST MISSOURI</b> <b>STATE UNIVERSITY · 1873</b>	<b>BUSINESS  POLICY  AND  PROCEDURE  MANUAL</b>	Date Issued: 09/18	Revision Date:	Page: 1 of 1
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		Section: INFORMATION TECHNOLOGY		
		Subject: DATA SECURITY		

**GENERAL STATEMENT OF POLICY**

This policy reflects the University’s commitment to use appropriate integrity controls to protect the confidentiality and integrity of sensitive University data at rest or while transmitted over electronic communications networks.

1. All encryption used to protect the confidentiality and integrity of University data at rest or transmitted over an electronic communications network must be approved by the University Information Security Officer.
2. Encryption should always be used when highly sensitive University data such as passwords are transmitted over electronic communications networks. Exceptions must be approved by the Information Security Officer.
3. The use of E-Mail to transmit sensitive business information is strongly discouraged, except when Information Technology approved controls are used to ensure the confidentiality and integrity of the data.
4. The use of removable media for the storage of sensitive business information is strongly discouraged, except when Information Technology approved controls are used to ensure the confidentiality and integrity of the data.

The Assistant Vice President for Information Technology is responsible for maintaining operating procedures associated with this policy.