Background

The University of Cincinnati uses a variety of data in support of its teaching, research and outreach missions. These data are valued resources that the university should protect. In addition, federal and state laws require that the University of Cincinnati must limit access to certain categories of data to protect the privacy of employees, students, subjects, and patients. (See Summary of Applicable Laws for more information.)

Policy

The purpose of this policy and suite of accompanying resources is to help ensure the protection of the university’s restricted data from unauthorized access, damage, alteration or disclosure while preserving the ability of authorized users to access and use institutional data for appropriate university purposes. This policy refers to all university data, electronic as well as paper, i.e., “hard copy.” It applies regardless of the place of storage and whether used for administration, research, teaching or other purposes.

This policy describes the actions necessary to secure and protect university-owned data defined as restricted and controlled data. (See Data Classification and Data Types for full definitions and examples.) Controlled Data, such as proprietary data, graded papers, etc. must also be protected and stored securely. Some data, such as social security numbers, personal health information, personal identity information (PII) and financial data need to be handled with the utmost care and must be protected to the greatest possible extent. This latter category of data is defined as Restricted Data.

The responsibility of protecting these data is shared by everyone that uses, stores, or comes in contact with such data. (See Minimum Safeguards for more information.) Here we differentiate between Data Trustees, Stewards, Custodians, and Users. (See Related Links section: Roles and Responsibilities)

- **Data Trustees** are defined as university administrators at the vice presidential level who bear the ultimate responsibility for ensuring the protection of the data stored by those in their reporting area.
- **Data stewards** are defined as university employees who have direct operational-level responsibility for information management.
- **Data custodians** are defined as computer system administrators responsible for the operation and management of systems and servers which store or provide access to institutional data.
Broadly, the **Trustees** are responsible for determining the detailed policies; the **Stewards** determine the procedures needed to implement the policies, and the **Custodians** implement the procedures.

Jointly they are responsible for identifying and implementing safeguards for restricted and controlled data. Many university activities cross management line; for such activities that involve access to, or storage of, university data, the policies must be coordinated by all **Trustees, Stewards, and Custodians** involved.

The **Users** also share a responsibility for safeguarding university data. They do so by ensuring that they follow the relevant policies and by providing data access only to authorized individuals. University community members must report actual or suspected criminal activity associated with any such incident to University Police or, if off campus, other appropriate law enforcement agencies. In addition, any breach, loss, or unauthorized exposure of Restricted Data shall be immediately reported to the unit head and the IT@UC Office of Information Security via e-mail at [infosec@uc.edu](mailto:infosec@uc.edu). The IT@UC Office of Information Security will then take the appropriate actions to comply with local, state, and federal law.

**Related Links:**

The [Data Protection Policy](#) and all its subparts:
- Minimum Safeguards
- Data Classification and Data Types
- Roles and Responsibilities
- Acceptance of Risk Policy and Risk Acceptance Form
- Compliance and Remediation
- Summary of Applicable Laws
  (More detail on the applicable laws available on the [IT@UC Office of Information Security website](#).)
- University Approved Cloud Storage

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**History:**

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