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Angela Sklenka
Mark Stockman
Mel Sweet
Eira Tansey
Matt Williams
Tara Wood

**Undergraduate and
Graduate Students**

Bala Ramachandran (G)

Information Security & Compliance Committee

Meeting Minutes

University Hall, Room 420B

July 21, 2016

Present: Kyle Hern, Annette Marksberry, Cindy Lusby, Tina Bosworth, Tara Wood, Mel Sweet, Matt Williams, Eira Tansey, Brett Harnett, Lorre Ratley, David Baker, Bruce Burton, Katrina Biscay

Guests: Dianne Brueggemann (in for Ed Dadosky)

Apologies: Daniel Beerck, Amanda Bill, Jane Combs

New Business

- Welcome and Overview
 - Bo asked for introductions because there were guests and new members.
- **Review of June Meeting Minutes**
 - Lorre Ratley motioned to accept the minutes; Tara Wood seconded; minutes were approved.
- **Data Loss Prevention Update – Katrina Biscay**
 - See attachments
 - 4 phases to implement
 - Box integration will scan all Box accounts for restricted data and move them to designated folder
 - User not permitted to change folder properties
 - Folder does not auto sync to mobile devices to prevent accidental transport of restricted data
 - Designated restricted folder cannot be synced to desktop; must login directly to Box to access restricted file.
 - Bread crumb file will notify user file was moved
 - User will receive email message as well to notify of moved file to new location
 - Can go to restricted data folder and explicitly invite collaborators but they will not have full rights (will have read, edit, and view permissions only).

- Documentation for Code Green will be available on UC KB.
- OIS will continue to test and fine tune application for improved performance.
- OIS will work with individual units to fine tune restrictions for specific needs. Contact Katrina Biscay for more information.
- Go live date is 8/1.
- Look for more communication from UCIT – PIO.
- One Drive can be secured but OIS is encouraging the use of Box.
- **Policy Updates**
 - Policies reviewed by Governance committees and integrated decision making bodies this year:
 - Policy Development Framework
 - Email Use Policy
 - Vulnerability Management Policy
 - Acceptable Use Policy
 - Password Policy
 - Expect final approval for all policies listed above by start of fall semester.
 - One outstanding issue is use of IT resources for political purposes. That discussion is ongoing.
 - Incident Response Policies & Procedures is being presented to ITCAC on 8/12.
 - Have drafted FISMA policy executive summary for senior management.
 - Proposing to use cloud-based service to create FISMA compliant solution – AWS, which is Amazon service.
 - Updated Data Governance & Classification Policy
 - Pertains to export control data.
 - Identifies restrictions related to mobile device.
 - Last major revision to policy occurred in 2009.
 - Major change: added 4th data classification of Export Controls.
 - Updated policy has been reorganized and shortened for better clarification.
 - Policy details data classification and examples.
 - Includes exhaustive list and table for minimum safeguards.
 - Tara Wood, Export Controls Director, will be reviewing and adding requirements
 - Policy includes roles and responsibilities document, compliance and remediation.
 - Also, details approved cloud storage options.
 - ❖ Committee suggested a need for better definition of research data in policy – may want to consult with UC Libraries staff who manage research data.
 - ❖ Also, suggest reference for destroying UC records be included in policy.
 - ❖ **OIS will work with Office of Research to review and edit policy.**
 - Office of Provost has initiated a data governance task force that relates specifically to research data. OIS will be included on task force.
 - All units with vulnerabilities have been contacted, remediation plans have been developed and are being implemented.
- **Other Items**
 - Spring break OIS performed external penetration tests. Less than 200 critical vulnerabilities were identified.
 - Deloitte is finishing Catalyst audit. They have found some opportunities to improve efficiencies.

- Consultant is also developing documentation for business continuity at SOCC.
- OIS finalizing restricted data inventory; will analyze data and present overall heat map at next committee meeting
- OIS Digital Forensic Investigator resigned. Position is being advertised.
- Notify Tara Wood ASAP if you have export control data stored on Box.

Adjourn

- Meeting adjourned at 11:15 AM.

[SharePoint Site for shared documents](#)