

Data Classification Policy

Purpose

The purpose of this Policy is to establish a framework for classifying Institutional Data based on its level of sensitivity, value and criticality to Butler County Community College (BC3) as required by the BC3 Information Security Policy. Classification of data will aid in determining baseline Security Controls for the protection of data.

Scope

This policy applies to any form of data, including paper documents, and digital data. This applies to all BC3 Employees, College Affiliates, and Students who access, manage or capture data.

Policy

All Institutional Data shall be classified based on its level of sensitivity and the impact to BC3 should that data be disclosed, altered, or destroyed without authorization.

The permission to access Institutional Data should be granted to only those absolutely required in order to perform routine legitimate activities on behalf of BC3.

Users of Institutional Data must:

- access data only in their conduct of BC3 business, and in ways consistent with furthering the College's mission, vision, and goals
- respect the Confidentiality and Privacy of individuals whose records they may access
- observe any restrictions that apply to the data to which they have access
- abide by applicable Laws, Regulations, policies, Standards, and Guidelines with respect to Institutional Data

Users of Institutional Data must not:

- disclose data to others except as required to perform routine legitimate activities on behalf of the College
- use of data for personal gain or profit for themselves or others
- access data to satisfy personal curiosity

BC3 will meet the objectives outlined in this Policy through the development and implementation of Standards, Procedures, and/or Guidelines that follow industry-defined best practices.

Roles and Responsibilities

The Director of Information Technology in conjunction with the Dean of Admissions and College Registrar, and/or the Executive Director of Human Resources/Equal Opportunity Compliance Officer is responsible for the enforcement of this Policy.

All BC3 Employees, College Affiliates, and Students play a critical role in ensuring the success of the Data Classification Policy. All individuals who access Institutional Data shall adhere to the appropriate Data Classification Standards and report any suspected misuse of data to the appropriate manager and the Director of Information Technology. That responsibility **must be** viewed as a top priority.

Enforcement

Violations to this policy and related Standards, Procedures, and Guidelines may result in suspension or loss of the violator's use privileges, with respect to Institutional Data and BC3 owned Information Systems; BC3 reserves the right to take disciplinary action, up to and including termination of employment, permanent student dismissal, and/or legal action.

Definitions

BC3 Employees

Any persons employed by the College including but not limited to faculty, staff, administrators, and student workers

College Affiliates

Any persons doing business for or on behalf of BC3 such as volunteers, interns, contractors, consultants, vendors and other individuals working under agreements with the college

Confidentiality

Ensures that data is kept private and/or an information system is accessed by only an authorized person

Data Classification

The process of organizing data by relevant categories so it may be used and protected more efficiently

Guidelines

Recommendations designed to streamline certain processes according to best practices

Institutional Data

Any data (paper, digital, or other electronic media) that is owned, stored, or licensed by BC3

Laws/Regulations

A system of rules created and enforced through social or governmental institutions including, but not limited to, FERPA, NIST, HIPPA, Gramm-Leach Bliley, Clery Act, PCI-DSS, and GDPR

Privacy

Ensures the proper handling of sensitive personal and confidential data to meet regulatory requirements

Procedures

Detailed step-by-step instructions to achieve a given goal or mandate

Security Controls

Safeguards or counter measures to avoid, detect, counteract, or minimize security risks

Standards

Mandatory courses of action or rules that give formal policies support and direction

Student

Anyone that has applied for and taken any credit courses or non-credit classes/training at BC3