Policy #3504
DATA ADMINISTRATION POLICY

Responsible Oversight Executive: Chief Operating Officer
Date of Current Revision or Creation: December 14, 2015

A. PURPOSE

The purpose of this policy is to establish the framework for administering the University's institutional data.

B. AUTHORITY

Virginia Code Section 23-9.2:3, as amended, grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a) (6) of the Board of Visitors Bylaws grants authority to the President to implement the policies and procedures of the Board relating to University operations.

Restructured Higher Education Financial and Administrative Operations Act, Virginia Code Section § 23-38.88, as amended

C. DEFINITIONS

Data Classification - In the context of information security, it is the classification of data based on its level of sensitivity and the impact to the University should that data be disclosed, altered or destroyed without authorization.

Data Element - In electronic recordkeeping, a combination of characters or bytes referring to one separate item of information such as name, address, or age.

Data Owners - University employees (typically at the level of Registrar or Unit Director) who oversee data management functions related to the capture, maintenance, and dissemination of data for a particular operational area. They are responsible for decisions about the usage of institutional data under their purview.

Data Users – Those authorized to access institutional data and information in order to perform their assigned duties or to fulfill their role in the University community.

Information Security Officer (ISO) – The Old Dominion University employee, appointed by the President or designee, who is responsible for developing and managing Old Dominion University’s information technology (IT) security program.
Institutional Data - Recorded information that documents a transaction or activity by or with any appointed board member, officer, or employee of the University. Regardless of physical form or characteristic, the recorded information is an institutional record if it is produced, collected, received or retained in pursuance of law or in connection with the transaction of University business. The medium upon which such information is recorded has no bearing on the determination of whether the recording is an institutional record. Institutional records include but are not limited to: personnel records, student records, academic records, financial records, patient records and administrative records. Record formats/media include but are not limited to email, electronic databases, electronic files, paper, audio, video and images.

Research and Scholarly Data (“Research Data”) - Digitally recorded information (necessary to support or validate a research project’s observations, findings, or outputs. Specifically, data that are:

1. Acquired and/or maintained by University employees and/or students in performance of research and/or in pursuit of a scholarly activity;
2. Created or updated in pursuit of a research or scholarly function;
3. Necessary to support research or scholarly findings, establish validity of inventions, and prove ownership of Intellectual Property Rights.

Personally Identifiable Information - Personally identifiable information (PII) is defined as data or other information that is tied to or which otherwise identifies an individual or provides information about an individual in a way that is reasonably likely to enable identification of a specific person and make personal information about them known.

Security Administrators - Individuals who ensure that appropriate controls, mechanisms, and processes are in place to meet the security requirements necessary to protect an information technology resource.

System Owners - Managers responsible for the operation and maintenance of a University IT system or department heads responsible for overseeing hosted systems under their purview.

D. SCOPE

This policy applies to all users of Old Dominion University information technology resources and governs all information technology resources either owned by or operated for University business through contractual arrangements. Users may include employees, students, volunteers, employees of affiliated organizations who are paid through the University, and visitors to the institution. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons attending classes whether enrolled or not enrolled. Affiliated organizations are separate entities that exist for the benefit of the University through an operating agreement. Visitors include vendors and their employees, parents of students, volunteers, guests, uninvited guests and all other persons located on property owned, leased, or otherwise controlled by the University.

This policy refers to all data owned, used, created or maintained by the University whether individually controlled or shared, stand-alone or networked. It applies to all data sources found on equipment owned, leased, operated or contracted.
E. POLICY STATEMENT

Data Administration and Classification

It is the policy of Old Dominion University that the framework for the administration of institutional data is built upon the accepted standards of practice, the understanding of institutional data, and the roles and responsibilities involved in the management of the data.

Further, the security of institutional data and the infrastructure upon which it is processed, transmitted or stored is patterned after accepted standards for management of information security, such as ISO/IEC 27001, Information Technology - Code of Practice, Security Techniques, Information Security Management Systems, industry best practices and practices of comparable Higher education institutions.

Data classifications and associated protective controls for information take into account academic and business needs for sharing or restricting information and the impact associated with such needs. Data classification impacts other security decisions on system security plans, risk assessments, locations regarding data storage, authorization and access requirements, and continuity of operations and disaster recovery planning. Data Classification levels along with protection and transmittal requirements are found in Information Technology Standard 02.30 – Data Administration and Classification.

Research and Scholarly Data

Research and scholarly data are generally not considered institutional data and are governed by the Research and Scholarly Data Governance Committee (RSDGC). The RSDGC is a University-level committee charged with oversight for the overall policy and guidelines for the management of and access to the University's Research Data in accordance with University policies and applicable law.

Roles and Responsibilities

Data owners, data users and security administrators have distinct roles and associated responsibilities under this policy. Data owners, in particular, determine the level of data security and classification that must be implemented.

The specific responsibilities of oversight committees, system administrators, data management groups and other custodial roles are identified within Information Technology Standard 01.2.0 – IT Security Roles and Responsibilities. This policy requires that the referenced ITS standards be adhered to and reviewed pursuant to Information Technology Standard 01.1.0 – Technology Policy Development and Maintenance.

Violations of this policy should be reported to the University's Information Security Officer. Any faculty, staff or student found to have violated this policy may be subject to the appropriate disciplinary action.

F. PROCEDURES

1. Data elements are reviewed and identified by the data owner. Using the data classification levels outlined in Information Technology Standard 02.30 – Data Administration and Classification data owners make classification determinations.
2. System owners in collaboration with the data owner will conduct a System Risk Assessment in accordance with Information Technology Standard 08.1.0 - Risk Assessment Standard for all new and hosted systems that maintain sensitive data. The completed System Risk Assessment will be forwarded to the Information Security Officer.

G. RESPONSIBLE OFFICER

Information Security Officer

H. RELATED INFORMATION

Board of Visitors Policy 1424, Policy on Intellectual Property
University Policy 3500 - Use of Computing Resources
University Policy 3501 - IT Access Control Policy
University Policy 3505 - Information Technology Security Policy
University Policy 4100 – Student Record Policy
University Policy 5350 – Research and Scholarly Digital Data Management Policy
ITS Standard 02.4.0 - IT Asset Control
ITS Standard 05.1.0 - IT Security Incident Handling
ITS Standard 05.2.0 - Data Breach Notification
ITS Standard 05.3.0 - Threat Detection
ITS Standard 06.6.0 - Security Monitoring and Logging
Office of Research Volunteer or Visiting Scholar Agreement
POLICY HISTORY
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Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

/s/ J. Doug Streit December 7, 2015
Responsible Officer Signature Date

Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna W. Meeks September 28, 2015
Policy Review Committee (PRC), Date
Chair Signature

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ David F. Harnage December 8, 2015
Responsible Oversight Executive Signature Date

University Counsel Approval to Proceed:

/s/ R. Earl Nance December 14, 2015
University Counsel Date

Presidential Approval:

/s/ John R. Broderick December 14, 2015
President Date

Policy Revision Dates: October 1, 2007; April 16, 2011; December 14, 2015

Scheduled Review Date: December 13, 2020