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## Southern Virginia Higher Education Center Policy

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**Policy # 4106**

**Policy Title: ELECTRONIC DATA CLASSIFICATION POLICY**

**Responsible Oversight Director: Chief Finance & Operations Officer (CFOO)**

**Date of Current Revision or Creation: March 4, 2008**

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### A. PURPOSE

This policy seeks to provide the Southern Virginia Higher Education Center (SVHEC) staff and users with a clear understanding of the ethical and proper use of data contained within the SVHEC's IT resources by outlining the proper use and classification of information assets.

### B. AUTHORITY

Virginia Code Section 23-231.24-29, as amended, grants authority to the Board of Trustees to establish rules and regulations for the institution. Section VIII (E) of the [Board of Trustees Bylaws](#) grants authority to the Executive Director to implement the policies and procedures of the Board relating to the SVHEC operations.

The policies of the SVHEC fall within the following framework and hierarchy and, therefore, are subject to compliance with laws and regulations instituted by higher levels of authority:

1. Federal laws and regulations
2. State laws and regulations
3. Board of Trustees policies
4. **SVHEC policies**
5. Departmental policies and procedures

In the event of a conflict between different levels in 1 through 5 above, the lower numerical heading shall take precedence over higher numerical heading.

## C. DEFINITIONS

Data Owner - is the individual responsible for the practice decisions of data. Data Owner is also referred to as Data Steward, Business Owner, or Executive Sponsor.

IT Resources - Computers, telecommunication equipment, networks (wired and wireless), databases and data processing systems, the Internet, the SVHEC intranet, printing, management information systems, and related information, equipment, goods and services.

Information Assets - Represents individual data elements, data lists, addresses, documents, measurements samples, programs, program source code, recorded ideas, aggregations of data, and other intellectual property produced by members of the SVHEC.

Security Administration – Individual(s) who ensure that appropriate controls, mechanisms, and processes are in place to meet the security requirements necessary to protect an information resource.

Users - Anyone who accesses and uses the SVHEC's IT resources.

## D. SCOPE

This policy applies to all colleges and universities offering programs and courses at the SVHEC and those agencies offering services to students of the SVHEC. SVHEC policies and procedures are applicable to all members of the SVHEC community unless a specific policy states otherwise. SVHEC policies are located on the website [www.svhec.org](http://www.svhec.org).

## E. POLICY STATEMENT

**Data classification** is assigned to protect data. Any user or automated system interacting with a SVHEC IT resource must comply with the defined data classification levels. A data classification level is assigned to all information that is maintained, stored, or produced by the SVHEC's IT resources.

**Data Owners** will perform an annual assessment of the information contained in their systems and will classify that information accordingly to the classification levels defined in this policy.

**Security Administrators** will take appropriate steps on the information system to safeguard the information according to its classification.

The information Classification levels are (from highest to lowest):

Sensitive  
Private  
Confidential  
Public

### **Sensitive**

Sensitive information requires special precautions to ensure that the integrity and confidentiality of the information, in its storage, usage, and transmittal. This information must be protected from unauthorized modification or retrieval, and is not generally disclosed. Sensitive information may be used with third parties when safeguards and countermeasures are in place to protect that information. Unauthorized disclosure of Sensitive information can adversely and/or seriously affect the SVHEC as a whole or in part.

### **Private**

Private information is specific to a person that is used by the SVHEC. Unauthorized disclosure of private information can adversely affect persons associated with the SVHEC, although it may not necessarily affect the SVHEC as an entity. Permission must be obtained from the person in order to disclose private information to a third party.

### **Confidential**

Confidential information is for use only to select persons or systems within the SVHEC, and is distributed on a need to know basis between members of the SVHEC staff, its system, and specific third parties where appropriate. Confidential information, by its very nature, is exempt from disclosure under the Freedom of Information Act. Unauthorized disclosure of confidential information can adversely affect The SVHEC as a whole or in part.

### **Public**

Public information is, by its very nature, designed to be used by anonymous persons or systems which may have an interest with The SVHEC. Public information is routinely disclosed and made free available. Further, the SVHEC also depends on data exchange with certain outside third party organizations, and The SVHEC must make sure that information is exchanged according to this policy based on the classification level.

## **F. RELATED INFORMATION**

N/A

<sup>1</sup>Procedures are not a part of the policy document. They are maintained separately.

**POLICY HISTORY**

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**Director Policy Review Committee & Policy Responsible Oversight Director - Approval to Proceed:**

Patricia M. Nelson

Responsible Oversight Director's Signature

7/1/2013

Date

**Executive Director – Provisional Approval of Policy:**

Betty A. Cole

Executive Director's Signature

7/1/2013

Date

Date of Presentation to Board of Trustees:

Date of Approval by Board of Trustees:

Default Approval Date (if necessary):

**Board of Trustee – Approval of Policy:**

\_\_\_\_\_  
Chairman's or Designee's Signature

\_\_\_\_\_  
Date

**Policy Revision Dates: February 17, 2014**

**Scheduled Review Date: February 2019**

