POLICY STATEMENT:

Introduction

This policy establishes the protocols for storing Level 1 Confidential Information on electronic devices. These devices include, but are not limited to, servers, desktop and laptop computers, mobile phones, tablets, thumb drives, or other electronic media where electronic files are stored. Level 1 Confidential Information may be classified as confidential based on criteria including but not limited to:

- Disclosure exemptions — Information maintained by the University that is exempt from disclosure under the provisions of the California Public Records Act or other applicable state or federal laws.
- Severe risk — Information whose unauthorized use, access, disclosure, acquisition, modification, loss, or deletion could result in severe damage to the CSU, its students, employees, or customers. Financial loss, damage to the CSU’s reputation, and legal action could occur.
- Limited use — Information intended solely for use within the CSU and limited to those with a “business need—to know.”
- Legal Obligations — Information for which disclosure to persons outside of the University is governed by specific standards and controls designed to protect the information. “Level 1 data” is information whose unauthorized disclosure, compromise, or destruction would result in severe damage to Cal Poly Pomona, its students, and/or employees.

Level 1 Confidential Information is intended solely for use within Cal Poly Pomona and access is limited to those with a “business need—to know” the information.

Applicable Policies and Laws

CSU Information Security Policy
(http://www.calstate.edu/icsuam/sections/8000/8065.0.shtml) Each campus must develop and maintain a data classification standard that meets or exceeds the requirements of the CSU Data Classification Standard.
Cal Poly Pomona Information Classification and Handling Standard
http://www.cpp.edu/~iit/standards/authenticated/InfoClassHdlgStdv022412.pdf

The campus has developed and maintains the above data classification standard, which exceeds the requirements of the CSU Data Classification Standard.

The CSU Asset Management Standard is defined by the CSU information Security Asset Management (http://www.calstate.edu/icsuam/sections/8000/8065.0.shtml) applies to all IT Storage of Level 1 Data.

The current Appropriate Use Policy for Information Technology applies to all IT Storage of Level 1 Data.

Scope

The storage of Level 1 Confidential Information on electronic storage devices (including but not exclusive to server computers, desktop computers, laptop, mobile phones, computers, tablets hosted services, removable storage devices, and other storage mechanisms) is highly discouraged and should only be done when necessary.

It is strictly prohibited to store Level 1 Confidential Information on electronic storage devices without the express written consent of the Chief Information Officer or his/her designee.

It is also strictly prohibited to electronically transfer (including but not exclusive to email, instant message, file transfer, and other transfer mechanisms), Level 1 data without the express written consent of the Chief Information Officer or his/her designee.

Implementation

The implementation of this policy is the responsibility of the Division of Information Technology.

APPROVED:

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