

<b>Policy #:</b> GEN-011	<b>Title:</b> Vendor Transmittal and Storage of UF Data	<b>Effective Date:</b> 07/01/2008
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**Policy Description**—Vendors requiring access to or information about information technology systems at The University of Findlay (UF) will sign an agreement (Exhibit A) citing their willingness to always use strong encryption (128 bit or more) when sending, receiving, storing or providing access to personally identifying data. This is especially true when usernames, identification numbers and/or passwords used on UF systems are involved. In addition, vendors will agree to distribute information from or about UF only to their employees as deemed necessary by job function to have it and will assure UF that such information will be permanently deleted from their systems after its use.

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**Definitions**—

Strong Encryption refers to 128 bit or better encryption methodologies used to secure UF data, including, but not limited to usernames, passwords, or personally identifying data.

Personally identifying data refers to usernames, passwords, social security numbers, financial information or any other data elements cited in Ohio House Bill 104, FERPA, or HIPAA

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**Rationale for Policy**—This policy is instituted to guard against network intrusion and/or identity theft as well as to follow UF policies regarding access to Student Information per FERPA.

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**Responsible Department/Person**—This policy will be enforced by Information and Academic Technology Services.

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**Reference/Related Information**—

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**Who should be notified about this policy**—UF Vice Presidents should be notified so offices/areas reporting to them are aware of the need for vendor encryption.

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**Issue Date:** 07/01/2008

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**Modification History**—The following agreement is established to facilitate portions of this policy requiring vendors to acknowledge and abide by its provisions. This form shall be used to collect the assent and acknowledgement of vendors requiring access to or information about information technology systems at The University of Findlay.

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Exhibit A		

## Encryption University of Findlay's Data Resources

As a vendor doing business with The University of Findlay (UF) I hereby acknowledge my company's agreement to always: 1) use strong encryption (128 bit or more) whenever sending, receiving, storing or providing access to personally identifying data, including but not limited to usernames, passwords, social security numbers, financial information or any other data elements cited as personal information in Ohio House Bill 104, FERPA, or HIPAA, 2) distribute information about UF only to employees whose job functions require it, and 3) permanently delete information about UF after project completion. Further, I realize future business with UF is dependent on my company's execution of this acknowledgement.

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Authorized Signature of Vendor

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Date