

Policy #:	Title:	Effective Date:
Fac/Staff-008	Encryption of Personal Identifying Data	07/01/2008

Policy Description—No employee of The University of Findlay (UF) will store or maintain data consisting of an individual’s name, accompanied by a social security number, a driver’s license or state identification number, or an account, credit, or debit card number that would permit access to the individual’s financial account on equipment not owned or leased by The University of Findlay. Further, all UF employees with such information on UF owned or leased portable equipment must use the standard encryption tool supported by Technology Support Services. UF employees with the need to encrypt such data may contact Technology Support Services to receive assistance with encryption software.

Definitions—

Encryption—To make data unintelligible to those for whom it is not intended.

Rationale for Policy— This policy is intended to protect those with personally identifying data held on The University of Findlay information technology systems, particularly theft-prone devices such as laptops, TabletPCs, smartphones and Personal Digital Assistants.

Responsible Department/Person— Individual employees of The University of Findlay will be responsible for complying with this policy, however encryption software and its support will be supplied and supported by Information Technology Services.

Reference/Related Information—

Who should be notified about this policy—All employees of The University of Findlay should be notified.

Issue Date: 07/01/2008

Modification History—