



Effective Date: January 31, 2008

Retired:

Revised: October 1, 2013

Approved by: A. Cherrie Epps, Ph.D.
President and Chief Executive Officer

Subject: Office of Information and Technology - Policy for Security and Confidentiality of Data Files

PURPOSE:

The Vice President of Information Technology (VP) is designated as the institutional officer responsible for identifying standards for access and acceptable use of information technology resources. This standard defines restrictions that are designed to protect the integrity and privacy of data at Meharry.

POLICY STATEMENT:

Meharry Medical College employees or persons with access to Meharry computing services shall protect information which is originated or stored on Meharry systems. Failure to do so can be cause for immediate dismissal or other appropriate personnel action. All violations of these guidelines must be reported to the IT Department immediately.

Applicability: This policy is applicable to all Meharry Medical College students, faculty and staff and to bona fide associates granted use of Meharry Medical College information resources. This policy refers to all College information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication facilities owned, leased, operated or contracted by the College. This includes personal computers, laptops, workstations, PDAs, mainframes, servers, switches, routers, wireless access points, associated peripherals and software, and Internet access regardless of whether used for administration, research, teaching or other purposes.

DEFINITIONS:

Authorized Use: authorized use of Meharry Medical College owned, leased, operated, or contracted computing and network resources is used consistent with the education, research, and administrative mission of the College and is consistent with this policy.

Authorized Users: authorized users are (1) current students, faculty and staff of the College; (2) anyone connecting to a "public" Information Technology Station (ITS) or kiosk, and (3) others who have been authorized to use a particular resource by the campus unit responsible for operating that resource.

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CO: Compliance Officer, the enforcing unit for the Computer and Network Usage Policies at Meharry Medical College.

MMC: Meharry Medical College (alias the College) for which the policy manual applies.

IT: Office of Information Technology, the source for establishing the Computer and Network Policies at Meharry Medical College.

POLICY:

Meharry employees or persons with access to IT Computing Services data shall not: Make unauthorized use of any information in files maintained, stored, or processed by IT, or permit anyone else to make unauthorized use of such information. Seek personal benefit or permit others to benefit personally from any confidential information that has come to them by virtue of their work assignment. Exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment and in accordance with College and departmental policies. Knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry. Operate or request others to operate any College equipment for personal business. Divulge personal ID's or passwords to anyone, whether College personnel or outside persons.

EXHIBITS: None.