

**College Procedure:** 701.2 - Data Security  
**Policy Reference:** 701 - IT Security  
**Responsible Department:** Information Technologies  
**Approval Authority:** Cabinet  
**Procedure Owner:** Vice President, Information Technologies  
**Effective Date:** 8/21/2019

**Version Number:** 1  
**Legal Counsel Reviewed (yes/no):** No  
**Legal Reference(s):**  
**Scope:** College-wide

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## Reason for Procedure

As part of an effective security program keeping data confidentiality and privacy and managing availability of is important.

## The Procedure

Information and records (data) are managed consistent with the organization’s risk strategy to protect the confidentiality, integrity, and availability of information.

## References

NIST Security Framework

## Definitions

Term	Definition
Term 1	
Term 2	
Term 3	
Term 4	

## Revision Log

<b>Version Number</b>	<b>Date Approved</b>	<b>Approved by</b>	<b>Brief Description of Change</b>
1	8/21/2019	Cabinet	Procedure template 8/21/2019