OLD DOMINION UNIVERSITY
University Policy

Policy #3504
DATA ADMINISTRATION POLICY

Responsible Oversight Executive: Vice President for Administration and Finance
Date of Current R AUTHORITY

Code of Virginia Section 23.1-1301, as amended

_____, grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 7.01(a)(6) of the Board of Visitors Bylaws grants authority to the President to implement the policies and procedures of the Board relating to University operations.

Restructured Higher Education Financial and Administrative Operations Act, Code of Virginia Section 23.1-1000 et seq., as amended

C. DEFINITIONS

Application Administrators - Individuals with administrative application or system privileges, who are responsible to ensure that appropriate controls, mechanisms, and processes are in place to meet the security requirements necessary to protect an information technology resource.

Data Classification - In the context of information security, it is the classification of data based on its level of sensitivity and the impact to the University should that data be disclosed, altered, or destroyed without authorization.

Data Element - In electronic recordkeeping, a combination of characters or bytes referring to one separate item of information such as name, address, or age.

Data Compliance Owners – Data Compliance Owners understand the compliance requirements for the data un der their purview, designate the compliance level of their data, and approve the access to and use of the data.

- University Data Compliance Owners oversee compliance for data that is shared or leveraged across the University, such as HR, Finance, Financial Aid, and Student FERPA data.
- Departmental Data Compliance Owners oversee the data that is specific to the departmental application or system that is not overseen by one or more of the University Data compliance Owners.

Data Users – Those authorized to access institutional data and information in order to perform their assigned duties or to fulfill their role in the University community.

Information Security Officer (ISO)– The Old Dominion University employee, appointed by the President or designee, who is responsible for developing and managing Old Dominion University's information security program.

Institutional Data - Recorded information that documents a transaction or activity by or with any

POLICY HISTORY
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Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

/s/ J. Douglas Streit   J