Information Protection Plans – Q&A

Q: What is required?

A: Per Dr. Welty's memo of 5/20/11, managers must "develop revised plans for protecting the confidentiality, integrity and availability of data for which they are responsible". These must be submitted for review by your appropriate vice president no later than October 15, 2011.

Q: What must managers do to comply with this requirement?

A: Review the University's *Information Protection Plan*, and any plan prepared by your college, school or division. Then complete of the following forms for confidential and restricted data stored by your department:

- Self-assessment form - used to identify how you protect, and can improve protection of, confidential and restricted data
- Inventory form - used to detail areas where members of your department store confidential or restricted data
- Media type form – used to describe how you protect data stored in various ways
- Reuse, retirements and destruction – used to how you dispose of media containing confidential and restricted data

These forms, and the *Information Protection Plan,* can be downloaded from the Help Center web site. This location also provides a document describing the changes in requirements since 2008 and links to the University's *Data Classification Policy* and *Data Handling Standard*.

To view or download these documents, please go to the staff and faculty forms section at https://help.csufresno.edu/forms/index.php?userclass=facstaff and log in with your campus userid and password. After logging in, scroll down to the section entitled "Information (Data) Protection Documents" to obtain the documents.

Q: What resources are available to assist us in completing this process?

A: The following resources may be helpful as you complete your revised plan:

- The University's *Information Protection Plan* and associated forms, policy and standards
- The plan your department submitted in 2008. Copies of these should be available from your vice president's office.
- LEAD workshops being offered on September 14 and 20
- Assistance from the IT Liaison for your college, school or division.
- Assistance from Technology Services. Please contact Rafael Villegas (rafael@csufresno.edu or 87941) or Jim Michael (jimm@csufresno.edu or 87001)

Q: What hints and tips can you provide to help make this process simpler?

A: Please consider the following:

- Focus your revised plan on the inventory of locations where members of your department store confidential and restricted data and on any unique practices or requirements you may have.
- You may refer to the University's *Information Protection Plan* or a plan from your college, school or division, when describing how you protect confidential and restricted data. Rather than having to describe the practices that you follow, you may state that you follow the practices in the higher-level plan
- Use the self-assessment to identify how you protect, and can improve protection of, confidential and restricted data in your area. Most departments will find one or more sections of this assessment where they are not following best practices and these can form the basis for improvements during the coming year.
- The University's *Data Handling Standard* states that "An annual review of data classification is required." Take advantage of that annual review for your department to update your information protection plan.
- Seek assistance from your IT Liaison where there are questions about data encryption, workstation configuration, servers and other technical issues.

Q: Why are we being asked to provide these revised plans?

A: Security incidents during the past year have heightened concerns about the risk to the University from the loss of unprotected sources of confidential and restricted information. Also, as requirements change in response to changing laws, regulations and executive orders, plans must be updated to account for these changes.