

INFORMATION SECURITY, BREACH, AND NOTIFICATION POLICY

I. Intent

Information is a vital Questar III asset and therefore requires safeguards from unauthorized access, modification, disclosure or destruction. This policy establishes due diligence guidelines and breach notification requirements pertaining to the handling of Personal, Private and Sensitive Information (PPSI) within the Questar III corporate environment.

II. Due Diligence

As stewards of information, all Questar III employees share a common and ongoing responsibility for ensuring the privacy of PPSI stored on district resources, regardless of the format (electronic or paper) of that resource. As such, all users have a responsibility to use information resources only for the purposes established by the data owner and in compliance with all established controls. In order to maximize such informational stewardship, all Questar III users shall always take all reasonable precautions against loss or theft of PPSI including, but not limited to, the following:

- A. Utilize secured computing devices provided to them by Questar III for the handling of PPSI in fulfillment of their official duties;
- B. Safeguard their user credentials and passwords;
- C. Lock their computing device when not in use;
- D. Not store, forward or otherwise transmit PPSI in an unsecured manner (such as email communications via non-Questar devices);
- E. Properly dispose of documents containing private or sensitive information (shredding or secure recycling);
- F. Restrict access to PPSI to officers and employees with a legitimate business purpose;
- G. Limit collection of personal information when possible;
- H. Safeguard physical access to PPSI; and
- I. Abide by all tenets of the Questar III Computer Network Acceptable Use Policy.

III. Breach Notification

In accordance with the Questar III Computer Network Acceptable Use Policy, all Questar III network users shall promptly inform the Information Security Officer (ISO) upon the discovery or suspicion of loss or disclosure of Questar III informational resources. Any discovery or suspicion of loss or disclosure of Questar III non-electronic informational resources shall be promptly brought to the attention of the ISO. The ISO shall conduct an initial assessment to determine the scope and severity of the potential breach. All Questar III resources shall be at the disposal of the ISO to assist in assessment and mitigation efforts.

In the event that a security breach resulting in the loss of PPSI has occurred, Questar III will notify persons affected by the security breach as directed by law.

ADOPTED: 07/10/14

References:

State Technology Law, section 208

Student Records Policy 3-106

Identity Theft Policy 6-132

Computer Network Acceptable Use Policy 7-208

Data Classification and Management Policy 7-110