

# Information Security Policy

This section describes CA&ES Dean's Office policy and procedures needed to comply with the UCD campus Cyber-Safety computing policy with regards to the storing and removal of Restricted Personal Information from computers and other electronic devices.

## I. PURPOSE

This section describes CA&ES Dean's Office policy and procedures needed to comply with the UCD campus Cyber-Safety computing policy with regards to the storing and removal of Restricted Personal Information from computers and other electronic devices.

## II. DEFINITIONS

A. Cyber-Safety - UC Davis' campus computing security program and related policies

B. Restricted Personal Information - A person's name, Social Security number, driver's license number and financial account information.

## III. GENERAL POLICY

A. Storage of Restricted Personal Information. Storage of Restricted Personal Information on computers on which it is not required for work purposes is prohibited.

B. Removal of Restricted Personal Information. Restricted Personal Information on computers on which it is not required for work purposes shall be removed.

C. Devices which may not store Restricted Personal Information. Restricted Personal Information may not be stored on desktop computers in the Dean's Office.

D. Devices which may store Restricted Personal Information. Restricted electronic information may be stored on server computers in the CA&ES Dean's Office as necessary. Restricted Personal Information may also be stored on laptop computers or other mobile devices as necessary, but the data must be encrypted.

## IV. REFERENCES AND RELATED POLICY

UC Davis Policy and Procedure Manual Section 320-20 Privacy of and Access to Information

<http://manuals.ucdavis.edu/ppm/320/320-20.htm>

UC Davis Policy and Procedure Manual Section 320-22 Collection and Confidentiality of Social Security Numbers  
<http://manuals.ucdavis.edu/ppm/320/320-22.htm>

Cyber-Safety Web Site  
<http://security.ucdavis.edu/cybersafety.cfm>

Cyber-Safety Policy for Personal Information  
<http://security.ucdavis.edu/personalinfo.cfm>

Direct questions regarding this policy to:

**Adam Getchell**  
**Director of Information Technology**  
**(530) 752-8008**  
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User's Initials: \_\_\_\_\_

I have read and understand the Dean's Office Information Security and the UC Davis Policy and Procedure Manual Section 320-22. As a user of university and Dean's Office electronic equipment and communication resources, I must abide by the provisions of the Dean's Office, UC, and UCD EC policies, including the UCD acceptable-use policy (PPM 310-16 Exhibit A).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date