



**ASI SENATE MEETING**  
**Thursday, September 3, 2015**

**Cora M. Culla**  
**ASI Executive Director's Report**

**1. SUBJECT: Year-End Closing/Audit for 2014-15**

**DETAIL:**

- ASI just received the draft Audited Reports for 2014-15 from Vicente, Lloyd & Stutzman (VLS). They are currently undergoing management review and will be provided at the scheduled Audit Committee Meeting on September 9<sup>th</sup>. The final version will be presented by VLS at a scheduled Senate meeting this Fall Quarter.

**2. SUBJECT: BSC Air Handler Update**

**DETAIL:**

- One of the air handlers supporting the North section of the BSC started to malfunction on August 3<sup>rd</sup>. The cooling coil condensing pan began to leak water. The Facilities Team brought in contractors to address the issue in order to resolve the problem. The air handler water leaks resulted in the flooding that affected the Games Room and Bronco Copy and Mail. The flooding caused damage to a copier and printer in Bronco Copy and Mail valued at close to \$65,000. We are working with Alliant Insurance to determine if the damage can be covered by our insurance policy coverage.

**3. SUBJECT: New Campus Policy on Storage of Electronic Level 1 Data**

**DETAIL:**

- The campus is getting ready to issue a new policy this Fall to emphasize the importance of proper storage of Electronic Level 1 Data to appropriately safeguard the information and avoid any breach of such data. ASI is compiling the inventory required by University IT for this purpose and information will be shared with all ASI staff and students accordingly.

**4. SUBJECT: ASI Fall Kick-Off reminder**

**DETAIL**

- Please mark your calendar for ASI fall Kick-Off. This is an annual event that is attended by all ASI Staff, Student Staff and Student Government. It will be held this year on Friday, September 18<sup>th</sup>.

**5. SUBJECT: Bronco Fusion**

**DETAIL:**

- Bronco Fusion activities are taking place on Tuesday, September 22<sup>nd</sup>, Thursday, September 24<sup>th</sup> and Friday, September 25<sup>th</sup>.
- The official announcement about the headliner is coming soon.
- Registration will be made on line via Eventbrite.
- Some activities will be: Club Fair, Food Trucks, Concert, and Pool Party!

## Storage of Electronic Level 1 Data

Subject:	Storage of Electronic Level 1 Confidential Information
Number:	9.X
Date issued:	Policy Issued X, 2015
Effective Date:	X, 2015
Initiating Entities:	President
Affected Entities:	Campus Community
Responsible Entity:	Vice President for Information Technology/CIO
Revisions if Any:	N/A

### **POLICY STATEMENT:**

#### **Introduction**

This policy establishes the protocols for storing Level 1 Confidential Information on electronic devices. These devices include, but are not limited to, servers, desktop and laptop computers, mobile phones, tablets, thumb drives, or other electronic media where electronic files are stored. Level 1 Confidential Information may be classified as confidential based on criteria including but not limited to:

- Disclosure exemptions - Information maintained by the University that is exempt from disclosure under the provisions of the California Public Records Act or other applicable state or federal laws.
- Severe risk - Information whose unauthorized use, access, disclosure, acquisition, modification, loss, or deletion could result in severe damage to the CSU, its students, employees, or customers. Financial loss, damage to the CSU's reputation, and legal action could occur.
- Limited use - Information intended solely for use within the CSU and limited to those with a "business need-to know."
- Legal Obligations - Information for which disclosure to persons outside of the University is governed by specific standards and controls designed to protect the information. "Level 1 data" is information whose unauthorized disclosure, compromise, or destruction would result in severe damage to Cal Poly Pomona, its students, and/or employees.

Level 1 Confidential Information is intended solely for use within Cal Poly Pomona and access is limited to those with a "business need-to-know" the information.

#### **Applicable Policies and Laws**

CSU Information Security Policy

("http://www.calstate.edu/icsuam/sections/8000/8065.0.shtml") Each campus must develop and maintain a data classification standard that meets or exceeds the requirements of the CSU Data Classification Standard.

## Storage of Electronic Level 1 Data

Cal Poly Pomona Information Classification and Handling Standard

<https://www.csupomona.edu/~iit/standards/authenticated/InfoClassHdlgStdv022412.pdf>.

The campus has developed and maintains the above data classification standard, which exceeds the requirements of the CSU Data Classification Standard.

The CSU Asset Management Standard is defined by the CSU information Security Asset Management (<http://www.calstate.edu/icsuam/sections/8000/8065.0.shtml>) applies to all IT Storage of Level 1 Data.

The current Appropriate Use Policy for Information Technology applies to all IT Storage of Level 1 Data.

### **Scope**

The storage of Level 1 Confidential Information on electronic storage devices (including but not exclusive to server computers, desktop computers, laptop, mobile phones, computers, tablets hosted services, removable storage devices, and other storage mechanisms) is highly discouraged and should only be done when necessary.

It is strictly prohibited to store Level 1 Confidential Information on electronic storage devices without the express written consent of the Chief Information Officer or his/her designee.

It is also strictly prohibited to electronically transfer (including but not exclusive to email, instant message, file transfer, and other transfer mechanisms), Level 1 data without the express written consent of the Chief Information Officer or his/her designee.

### **Implementation**

The implementation of this policy is the responsibility of the Division of Information Technology.

### **APPROVED:**

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President Soraya Coley, Ph. D.  
California State Polytechnic University, Pomona

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Date

## Information Classification and Handling Standard

<http://www.cpp.edu/-iitlstandards.shtml>

### Level 1: Confidential

Confidential Information is information maintained by the University that is exempt from disclosure under the provisions of the California Public Records Act or other applicable state or federal laws. Confidential information is information whose unauthorized disclosure, compromise or destruction would result in severe damage to Cal Poly Pomona, its students, or employees. Financial loss, damage to Cal Poly Pomona's reputation, and possible legal action could occur. Level 1 data is intended solely for use within Cal Poly Pomona and limited to those with a "business need-to-know." Statutes, regulation, other legal obligations or mandates protect much of this information. Disclosure of Level 1 information to persons outside of the University is governed by specific standards and controls designed to protect the information.

**Risk/Sensitivity:** High

#### Examples of Level 1 Information Include:

##### "California State Law 'notice triggering information'"

###### **Personal Information Data (PID)**

- Passwords or credentials
- PINs (Personal Identification Numbers)
- Birth date combined with last four digits of SSN and name
- Tax ID with name
- Driver's license number, state identification card, and other forms of national or international identification<sup>1</sup> in combination with name
- Social Security number and name

###### **Financial Information**

- Credit card numbers with cardholder name
- Bank account or debit card information

###### **Patient Medical/Health Information**

- Medical records related to an individual
- Health insurance information related to an individual
- Psychological Counseling records related to an individual

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<sup>1</sup> Such as passports, visas, etc.

## **Payment Card Industry Data Security Standard (PCIDSS)**

- Primary Account Number (PAN) (credit card number) AND any of the following if stored, processed, or transmitted with the PAN:
  - Cardholder Name
  - Service Code
  - Expiration Date

## **Other**

### **Technical Security Information**

- Vulnerability/security information related to the campus or computer information system

### **Law Enforcement Information**

- Law Enforcement Records related to an individual