


Greenville Technical College Administrative Policies

4-GTC-105 Information Security Policy

Policy Name: **Information Security Policy**
 Policy Number: 4-GTC-105
 Date Established: 8/11/2010
 Date Revised: 9/9/2019
 Date Removed:

Approved by President


Rationale and Purpose

The purpose of this policy is to establish standards for protecting Greenville Technical College's (GTC) information assets and electronic systems. Minimum requirements and responsibilities for employee use of GTC electronic devices or systems imposes certain responsibilities and obligations subject to local, state, and federal laws.

Policy Statement

Greenville Technical College (GTC) provides access to information technology resources to students, employees, and visitors. GTC is committed to protecting the confidentiality, integrity, and availability of its information assets. All users of GTC information assets are bound by this policy and related procedures.

Scope

GTC is committed to ensuring an environment that will assist in protecting all associates of the college from information security threats that could compromise privacy, productivity, or reputation. This policy applies to all individuals who access computer networks or information assets of the college. Information assets are defined as all information, regardless of the form or format, which is created, acquired or used within GTC. The policy applies to information recorded on any media or device, including those owned by the college or individuals.

Roles/Responsibilities

Any employee who has access to any electronic devices, systems, or data is responsible for the protection and use of GTC information assets. All users, by accessing any GTC resources are certifying that they understand and accept the provisions of this policy and the associated procedures.

Non-Compliance

Failure to comply with/follow this policy may result in disciplinary action up to and including termination.

If Applicable:	
Procedures	4-GTC-105-1 Acceptable Use for Electronic Devices and Systems 4-GTC-105-2 Data Classification and Protection
Forms	Computer and System Access Request Form (login required)
Related Documents	OIT Standard Operating Procedures – Access Control OIT Standard Operating Procedures - Asset Management OIT Standard Operating Procedures – Information Standards (All Standard Operating Procedures are internal-use documents – login required for access.)

If Applicable:

Associated SBTCE
Policies & Procedures

<https://www.sctechsystem.edu/faculty-and-staff/policies-and-procedures/policies/4-4-101.pdf>
<https://www.sctechsystem.edu/faculty-and-staff/policies-and-procedures/policies/4-4-104.pdf>
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Other Related Links
(referenced above)