Montclair State University
Information Security Policy

Taking into account the nature, scope, context, and purposes of the Institutional Data and Information Systems\(^1\), the state of the art and cost of implementation, as well as the risks of varying likelihood and severity for the rights and freedoms of natural persons under the laws applicable to Institutional Data, the University will follow these general principles for safeguarding Institutional Data and Information Systems:

1. The University will implement appropriate technical and organizational measures to ensure and to be able to demonstrate that Information Systems process Institutional Data in accordance with applicable law.

2. The University will implement appropriate technical and organizational measures which are designed to implement data protection principles in an effective manner and to integrate necessary safeguards into the Information Systems in order to meet the requirements of applicable law and to protect the rights of individuals to Institutional Data.

3. The University will implement appropriate technical and organizational measures for ensuring that, by default, only Institutional Data that is necessary for its specific purpose is processed in Information Systems. This obligation applies to the amount of Institutional Data collected, the extent of their processing, the period of their storage and their accessibility in particular, and that such measures ensure that by default that Institutional Data is not made accessible to an indefinite number of natural persons.

These measures will be reviewed and updated by the Vice President for Information Technology or designee whenever necessary.

The current list of additional Policies and Procedures providing guidance and/or requirements in implementing these principles can be found on the University’s Division of Information Technology Policies page at:

https://www.montclair.edu/oit/policies/

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\(^1\) Information System means any electronic system that stores, processes, or transmits Institutional Data. Institutional Data means any data concerning a natural person that is owned or licensed by the University, with the exception of data that is governed by the University’s HIPAA Privacy Policy and HIPAA Security Policy.