

## 19 - Data Storage and Protection

### Action Item Template Response

#### General Action Item Information

Lead Division/Office: Information and Infrastructure Assurance (IIA)

Action Item Number: 19

Action Item Short Name: Data Storage and Protection

Dependencies with other EP Action Items: 17, 18, 19, 20,30, 31, 32, 33, 40, 41, 42

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#### **I. DESCRIBE YOUR PLANS FOR IMPLEMENTING THIS ACTION.**

Methods for ensuring the security of non-public data are essential. The means to accomplish this vary with the type of data, storage location, and security controls in place for the data and storage device. Although the mechanisms of protection may differ, the manner in which data are secured on a portable or desktop device is just as important as for an enterprise system. Non-public data that are downloaded to a personal workstation or portable storage device create significant risks in the absence of rigorous encryption and physical security of the device itself.

Policies and standards that ensure appropriate maintenance and retention should rigorously govern sensitive, non-public, and/or important university information. Once those are in place (this Action 19), IU should provision a data storage and retrieval facility that provides appropriate physical and electronic protection (see Action 32).

#### **II. WHAT ARE THE POLICY AND PRACTICE IMPLICATIONS OF YOUR PLANS?**

Services and processes will be developed in support of accepted/established business rules. In practice, then, all faculty and staff will need to adjust their behaviors and habits around data and document handling, in order to ensure appropriate protection and retention of documents in many various forms. This will then require knowledge and use of provided tools and facilities.

#### **III. IDENTIFY STAKEHOLDERS**

TBD