

POLICY TYPE: Administrative Services

POLICY TITLE: Information Protection Policy

Responsible Administrator:	Vice President of Administrative Services
Location of Related Procedures:	Office of the Vice President of Administrative Services Information Technology Services Department

Madison Area Technical College (“Madison College” or the “College”) is the custodian of a wealth of confidential information regarding students (past and present), employees, and others. Madison College also maintains a variety of other information that is required in order to support its day-to-day operations. The protection of this information is of critical importance to maintain its integrity and accuracy, to protect the reputation of Madison College, and to ensure privacy.

Through the course of doing business, employees are granted access to systems containing confidential information in order to fulfill their job duties. All employees (including all full-time, part-time, administrative, faculty, staff, and temporary workers) have a responsibility to support and abide by this Policy and the derived Standards, Procedures, and Operational Practices to protect the confidentiality, integrity, and availability of confidential information, and to assist in the protection of the technology resources involved in the storage, access, and maintenance of this information.

Statement of Policy

Madison College will implement and publish a set of [Information Protection Standards](#) designed to protect the confidentiality, integrity, and availability of all information resources in its custody.

The basis for the Information Protection Standards is the following core principles:

- **Privileges will be appropriate to duties.** Individuals will be permitted any and all access that is appropriate to their role and necessary for them to perform their assigned duties effectively and efficiently. Any additional access will not be permitted.
- **Information assets and technology resources are the property of the college.** The information assets and technology resources that the college provides to its employees for the purpose of performing their assigned duties are the property of Madison College. These resources will be managed and controlled accordingly.

- **No right to privacy.** Since information and technology resources provided to employees are the property of Madison College, the College reserves the right to examine any material stored on or transmitted via its technology facilities. This includes any email, or any file stored on any of the Colleges' servers, workstations, laptops, etc.

Roles and Responsibilities

- **All Employees.** All employees are expected to understand this policy, as well as understand and abide by all published Information Protection Standards and supporting procedures and operational practices.
- **Management.** All managers are expected to ensure that departmental and/or operational practices do not violate any published Information Protection Standard. Managers are also expected to help ensure that all members of their staff understand and abide by these standards and attend appropriate training.

Consequences of Non-Compliance

- Non-compliance with any published Information Protection standard, or with any documented supporting procedure or operational practice, may result in disciplinary actions – up to and including termination of employment.
- Madison College reserves the right to take legal action against any employee – past or present – who causes damage to the College's information or technology assets, or who causes a breach of the confidentiality of information by the willful disregard of these policies or supporting standards, procedures, and operational practices.

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