WASHINGTON STATE UNIVERSITY

# Data Security and User Responsibilities

How to Contribute to WSU's IT Security Posture

WSU

# Introduction

Information Technology Services (ITS) /

Information Security Services (ISS)

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# Where to Find Guidance

## WSU Administrative Manuals

https://policies.wsu.edu/prf/index/manuals/

### Business Policies and Procedures (BPPM)

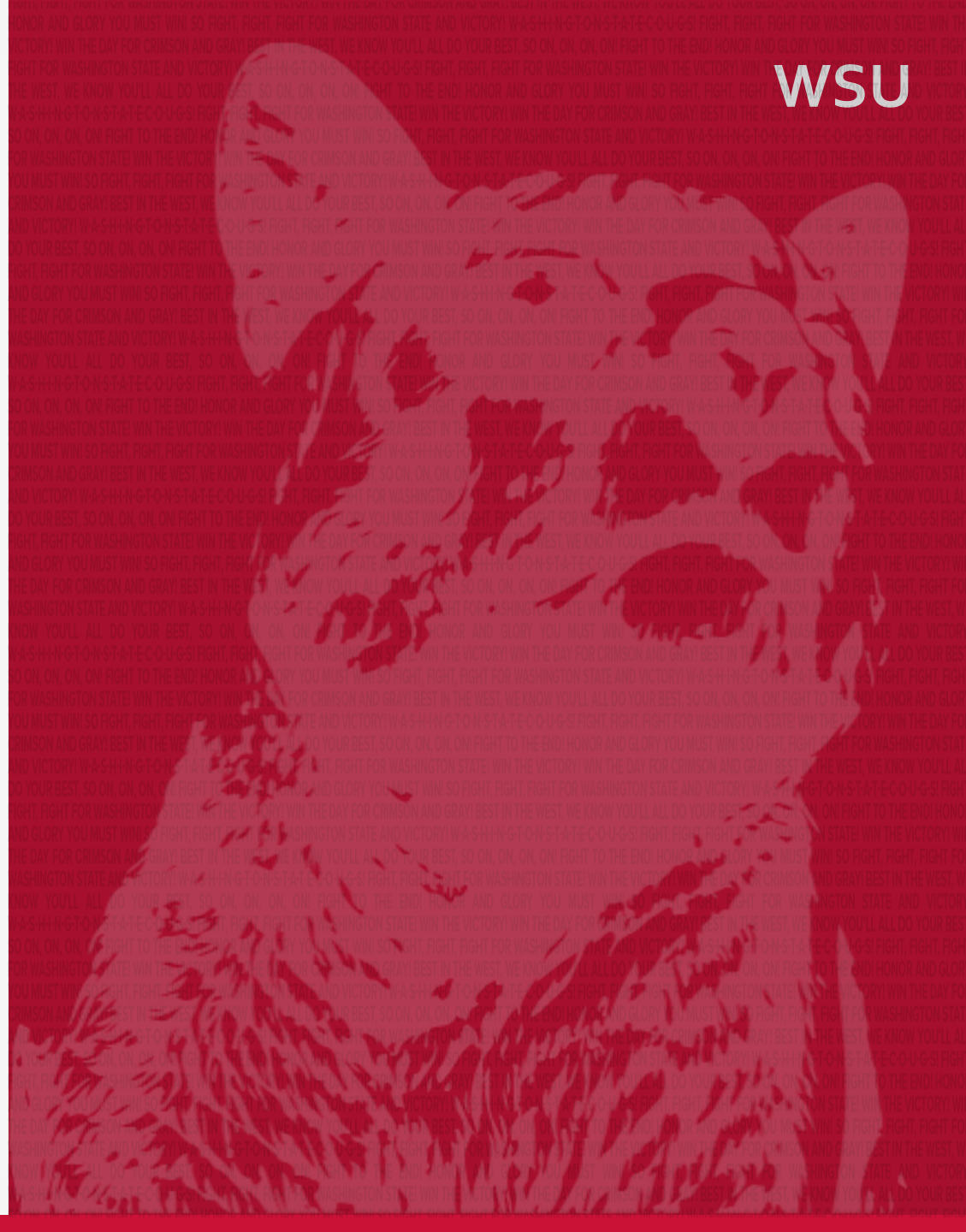
Guidance for university employees and administrators

Based upon approved University administrative policies and applicable state and/or federal statutes and regulations

### Executive Policy (EP)

University system policies are approved by the appropriate governing body of University executive officers

Cover a variety of topics related to the WSU system



# BPPM Policies

**Chapter 87**

Specific to Information Security

Managed by ISS

Catalog is Actively Growing

**Chapter 88**

Related to Information Privacy

Not managed by ISS

Important Information for Healthcare Data

**Chapter 90**

Retention Schedule for University Records

Not managed by ISS

# Executive Policy Manual

- EP04 – Electronic Communication Policy
  - Governs appropriate use of WSU Information Technology (IT) resources
- EP08 – WSU System Data Policies
  - Data Administration
  - Data Authorization and Access
  - Data Usage
  - Data Maintenance
  - Data Security
- EP37 – WSU Information Security Policy
  - High-level requirements about safeguarding confidentiality, integrity, availability, and privacy of institutional data

## EP Policy Links

https://policies.wsu.edu/prf/index/manuals/executive-policy-manual/ep04/

https://policies.wsu.edu/prf/index/manuals/executive-policy-manual/ep08/

https://policies.wsu.edu/prf/index/manuals/executive-policy-manual/ep37/

## User Responsibilities EP8

Follow WSU policies, standards, procedures, and guidelines
Report suspected or actual vulnerabilities

# Roles & Responsibilities

## BPPM 87.01 - WSU Information Security Roles, Responsibilities, and Definitions

https://policies.wsu.edu/prf/index/manuals/business-policies-and-procedures-manual/bppm-87-01/

Information security roles, responsibilities, and definitions enable effective communications

- Aligns and Defines Expectations

A common lexicon forms a common understanding and ensures consistency

WSU

# Data Classification

EP08 – WSU System Data Policies

https://policies.wsu.edu/prf/index/manuals/executive-policy-manual/ep08/

- Not all data requires the same level of security controls
  - Proper classification ensures data is safeguarded with the necessary measures
- Various regulations and data protection laws mandate the protection and appropriate handling of sensitive data.
- Least Privilege

# Regulated WSU Data Types

- **Student Data**
  - Family Educational Rights and Privacy Act (FERPA)
- **Payment Card Industry (PCI)**
  - Payment Card Industry Data Security Standard (PCI DSS)
- **Electronic protected health information (ePHI)**
  - Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- **Financial Data**
  - Gramm-Leach-Bliley Act (GLBA)

**This list is not comprehensive.**

# Cloud Services

**Cloud Cliché:**

***"There is no Cloud, It's just someone else's computer."***

**Recommend using WSU System Enterprise Services**

Cloud providers are required to adhere to the same WSU Policy requirements.

If a service is not listed on the matrix, the vendor will need an IT Security review.

## WSU Cloud Acceptable Use Matrix

| WSU Service | Public | Human Subjects De-Identified | Internal | Student Education Records (FERPA) | Personal Information (RCW 42.56.590) | Human Subjects Identifiable (Non-Regulated) | Student Loan Application Data (GLBA) | Protected Health Information (HIPAA)* | Payment Card Information (PCI) | Export Controlled Research (ITAR/EAR) | Federal Information Security Management Act (FISMA) | EU General Data Protection Regulation (GDPR) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Office 365 Email | ● | ● | ● | ● * | ● * | ● * | ● * | ▲ | ▲ | ▲ | ▲ | ▲ |
| Zoom | ● | ● | ● | ● | ● | ● | ● | ● ** | ▲ | ▲ | ▲ | ▲ |
| OneDrive | ● | ● | ● | ● | ● | ● | ● | ● ** | ▲ | ▲ | ▲ | ▲ |
| Teams – Modern Groups /Sites | ● | ● | ● | ● | ● | ● | ● | ▲ | ▲ | ▲ | ▲ | ▲ |
| Qualtrics | ● | ● | ● | ● | ● | ● | ● | ■ | ▲ | ▲ | ▲ | ▲ |
| Redcap | ● | ● | ● | ● | ● | ● | ● | ● ** | ▲ | ▲ | ▲ | ▲ |

**WSU Cloud Acceptable Use Matrix**

https://its.wsu.edu/information-security/wsu-cloud-acceptable-use-matrix/

# Reporting Security Incidents

## Contact Information

WSU Pullman Information Technology Services (ITS)–Security Operations Center

Email: abuse@wsu.edu

Telephone: 509-335-0404

## Security Incidents are to be reported as soon reasonably possible after discovery

By secure electronic means (e.g., internal WSU Office365 e-mail services)

Non-WSU information systems such as commercial e-mail services (e.g., gmail) are not to be used

## WSU Confidential and/or Regulated information incidents are to be escalated immediately after discovery

To: WSU Chief Information Security Officer (CISO)
WSU Chief Compliance and Risk Officer (CCRO)
Applicable delegated authority.

## State/Federal laws and regulations may contain specific incident and/or breach reporting requirements

Understand your data and the specific reporting requirements

### What is an incident?

Information Security Incident = Unauthorized or Potential Disclosure, Loss, Theft, or Misuse of institutional data

### BPPM Policy Link

https://policies.wsu.edu/prf/index/manuals/business-policies-and-procedures-manual/bppm-87-55/

# Crimson Service Desk

Crimson Service Desk

https://its.wsu.edu/csd/