

Computer Database Access and Security

Purpose The purpose of this policy is to delineate the security controls are in place for computer database access at BSU.

Policy Statement It is the policy of Bridgewater State University that security controls, including password assignment, be established and maintained by Information Services, that all requests for computer access be approved by Information Services, and that no person be authorized to access any computer maintained by Information Services without prior approval by Information Services. All requests for access to databases maintained by Information Services must first be approved by the appropriate system custodian.

Applies to This policy applies to all computers and data bases maintained by Information Services.

Responsibilities Bridgewater State University relies heavily on electronic data processing to meet its operational and information needs. Therefore, it is essential that these systems be protected from misuse and the data they process be operated and maintained in a secure environment. This includes guarding against unauthorized access to the University's mainframe computers, user accounts, and the various system networks, and to prevent the disclosure of personal and private computer-based records to unauthorized persons.

- To ensure that only authorized users have access to University computers and the information stored on them
- To prevent misuse, loss, or destruction of information,
- To protect the privacy of student personal, academic, and financial data as required by the 1974 Family Rights and Privacy Act
- To inform all concerned of the procedures for gaining access to the University's computers and data bases and the requirements for proper use and protection.

Policy Title: Computer Database Access and Security

Approved By: Pat Cronin, Chief Information Officer

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Policy IT Division