



Take a second to be secure.

The Security Minute

A communication of the Longwood University Information Security Office

Read *The Security Minute* Online: www.longwood.edu/infosec

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Vocabulary

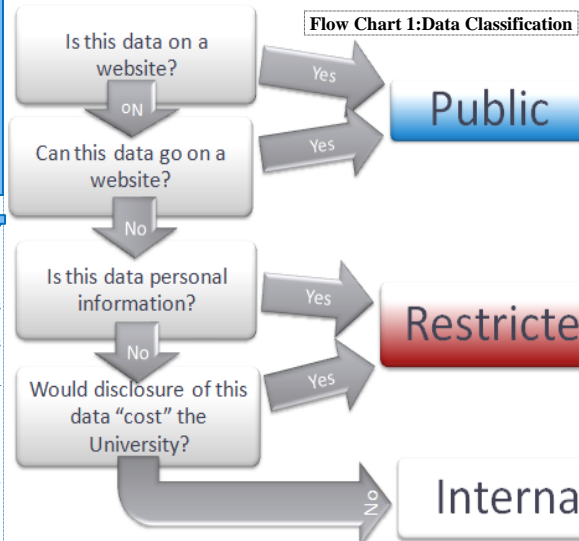
SYSTEM OWNERS: responsible for the operation and maintenance of a Longwood IT system as designated by the ISO.

DATA OWNERS: responsible for the policy and practice decisions regarding data as well as communicating protection requirements to the System Owner.

DATA TYPE: for a list of current data types visit www.longwood.edu/infosec/data/DataClassificationTOC.htm

Data Classification :: (re)Introduction

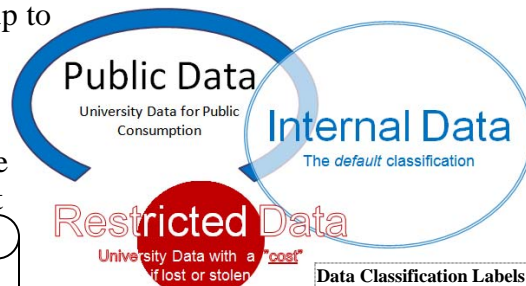
Longwood University started classifying data in 2009. A process was developed and implemented that made Data Classification as easy as answering four (4) questions, as illustrated below in Flow Chart 1.



However, before Data Classification could begin, system and data ownership had to be established. So, IITS tagged VP level employees as **SYSTEM OWNERS**. In turn, the newly appointed system owners tagged Manager level employees as **DATA OWNERS**. Together the data owners and their staff formed teams that answered these four questions for each piece (TYPE) of data they created. By the end of the process data types were documented and classified as either **PUBLIC**, **INTERNAL**, or **RESTRICTED**.

The classifications were, and still are, being used to determine the level of Security Controls necessary to protect each Longwood System that creates, transmits or stores Longwood Data. McGeorge Bundy, former U.S. Security Advisor said it best when he said "If we guard our toothbrushes and our diamonds with equal zeal, we will lose far fewer toothbrushes

and more diamonds." It is up to each Longwood employee to protect data that he/she creates, modifies, transmits or stores to ensure secure operations at Longwood.



This (re)Introduction is Part 1 of a multi-part series on Data Classification. Look for "Data Classification : Keep-On" next month, with a re-cap of the Data Handling Standards found online at www.longwood.edu/infosec/data/DataHandlingStandards.htm

Security Spotlight:



Starting Aug 2, 2010, MOAT's Annual Security Awareness Training will include an overview of the Family Education Rights and Privacy Act (FERPA) for **ALL** Faculty and Staff and may include an overview of the Health Insurance Portability and Accountability Act (HIPAA) for those Faculty and Staff regularly handling medical records.

Questions? Please contact **Glenn Parker**, FERPA Privacy Officer and Longwood Registrar and **Margo Potts**, HIPAA Privacy Officer, and Longwood Director of Student Health and Wellness Center.

IF WE GUARD OUR
AND
WITH EQUAL ZEAL,
WE WILL LOSE FAR
FEWER AND MORE.



The Security Minute is a monthly publication aimed at raising awareness of information security related issues and concerns. Please contact Jennifer Eckrote at 434-395-2034 or eckrotejl@longwood.edu.