

San Francisco State University

Confidentiality and Information Security Plan (UED #04-32)

In March 2004, the President's Cabinet reviewed and approved a comprehensive Confidentiality and Information Security Plan (CISP) for San Francisco State University. This plan is the culmination of almost seven months of intensive committee work under the leadership of Co-Chairs Richard Giardina and Suzanne Dmytrenko. The committee's charge, provided by Vice President Leroy M. Morishita, was to formulate a campus CIS policy and implementation plan which would ensure full compliance with federal, state and CSU requirements for information security.

I hereby issue the SFSU Confidentiality and Information Security Plan as University Executive Directive (UED) #04-32, effective immediately.

Briefly, the SFSU *Confidentiality and Information Security Plan* establishes appropriate and reasonable administrative, technical, and physical safeguards designed to:

- Ensure the security and protection of confidential information in the University's custody, whether in electronic, paper, or other forms
- Protect against any threats or hazards to the security or integrity of such confidential information
- Protect against unauthorized access to or use of such confidential information.

It is important to note that maintenance of information confidentiality and security is a serious concern and will require full and active participation of the entire campus community - by all University employees and at all administrative levels. Please review this plan carefully in order to fulfill your campus responsibilities in securing and protecting confidential information.

The CISP is available to you on the SFSU Web site at:

http://audit.sfsu.edu/sites/sites.sfsu.edu.audit/files/assets/UED/ued04-32_0.pdf

Overall administration of this CISP is delegated by me to the Vice President for Administration & Finance as *Chief Administrator*. As *Custodians of Record*, the Associate Vice President for Human Resources, Safety & Risk Management, the Associate Vice President for Fiscal Affairs, and the University Registrar, within their areas of supervision, will be responsible for the campus implementation, definition and training required by this plan.