

Information Governance and Security

I. Purpose

This policy directs UNC General Administration and the constituent institutions of the University of North Carolina to establish an information governance and security infrastructure and designate a senior officer, accountable to the president or chancellor, who is responsible for information security. This policy also requires the Board of Governors and constituent institution boards of trustees to oversee information governance and security.

II. Definitions

A. “Information governance and security infrastructure” means policies, assessments, protocols, and trainings designed to govern the storage, accessibility, and security of information resources.

B. “Information resources” means data owned by the University and the hardware and software resources used to electronically store, process, or transmit University data.

III. Establishment of Information Governance and Security Infrastructure

UNC General Administration and each constituent institution shall develop and maintain an information governance and security infrastructure to preserve the security, confidentiality, accessibility, and integrity of information resources owned by UNC General Administration or the constituent institution. The infrastructure plans developed by UNC General Administration and the constituent institutions must comply with the prevailing information technology security standard adopted by the Board of Governors standing committee assigned with audit responsibility. At a minimum, this infrastructure must include policies on use of and access to information resources, regular risk assessments of existing information resources, a strategy statement setting forth priorities for managing identified information security risks, and incident response planning and notification procedures.

IV. Designation of Senior Officer with Information Governance and Security Responsibility

UNC General Administration and each constituent institution shall identify a senior officer accountable for overseeing implantation and periodic evaluation of the information governance and security infrastructure. The identified senior officer shall be responsible for identifying and deploying all reasonable measures to maintain the security, confidentiality, accessibility, and integrity of information resources owned by UNC General Administration and the constituent institution. The senior officer shall be accountable to the president or chancellor and responsible for reporting to the Board of Governors or the constituent institution’s board of trustees on matters related to information governance and security upon request.

V. Oversight of Information Governance and Security

The Board of Governors and the board of trustees of each constituent institution shall assign responsibility for oversight of the institution’s information governance and security infrastructure to a standing committee of the appropriate board with audit responsibility.

A. **Agenda Item at Regular Meetings.** The assigned committee shall ensure that information governance and security is addressed in the annual audit planning and risk assessments that are conducted by the institution’s internal auditor. The assigned committee shall periodically include an agenda item for emerging information governance and security matters at its regularly scheduled meetings.

B. Annual Report. The assigned committee shall also receive a report at least annually from the appropriate senior officer identified pursuant to this policy on the institution's information governance and security infrastructure and information technology security controls.

VI. Other Matters

A. Effective Date. The requirements of this policy shall be effective on _____[date].

B. Relation to State Laws. The foregoing policies as adopted by the Board of Governors are meant to supplement, and do not purport to supplant or modify, those statutory enactments which may govern the activities of public officials.

C. Regulations and Guidelines. These policies shall be implemented and applied in accordance with such regulations and guidelines as may be adopted from time to time by the president.

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