



The University of Texas at El Paso
Information Security Office
Minimum Security Standards for Data Stewardship

Contents

Purpose	3
Scope.....	3
Roles and Responsibilities.....	3
Minimum Requirements	4
Non-Compliance and Exceptions	11
Disciplinary Actions.....	11
Related UTEP Policies, Procedures, Best Practices, and Applicable Laws	12
Acknowledgment	12

Purpose

This Minimum Security Standards for Data Stewardship¹ serves as a supplement to the [Information Security Policy Manual](#), which was drafted in response to [Texas Administrative Code 202](#) and [UT System UTS-165](#). Adherence to the standard will improve confidentiality and integrity of university data.

The purpose of this standard is to facilitate the identification, management, communications and training requirements to promote prudent stewardship of university data. This minimum standard exists in addition to all other university policies and federal and state regulations governing the protection of the university's data.

Compliance with these requirements does not imply that data will be completely secure. Instead, these requirements should be integrated into a comprehensive information security plan.

Scope

This standard applies to the handling of university data that are classified as Category I, II, or III (see [Data Classification Standard](#)) by all faculty, staff, student employees, contractors, and vendors working with University of Texas at El Paso data or information resources.

Roles and Responsibilities

Colleges, Departments, Units (CDUs)

1. CSUs, relying on the university's [Data Classification Standard](#) and this document, shall develop, maintain, and execute a data stewardship plan comprised of clear and consistent procedures describing how the respective functional areas and their reporting units manage the handling, access, and protection of university data.
2. CSUs must be able to clearly demonstrate effective employee awareness efforts as they relate to respective business practices involving university data.

Data Stewards

1. Data Stewards shall ensure that steps are taken to protect the data in accordance with respective policies, guidelines, and procedures are being properly implemented.
2. Data Stewards may delegate the implementation of the university policies, guidelines, and procedures (for example, system administration) to professionally trained campus or departmental IT Owners and/or Custodians.

Data Custodians

1. All university employees handling university data are considered Data Custodians for any data in their possession regardless of where the data may be stored.
2. Data Custodians should review and understand the university's [Data Classification Standard](#) and the responsibilities associated with viewing and handling university data they have been authorized to access. Any related questions should be directed to their respective supervisor and/or to the Information Security Office (security@utep.edu).

¹ Adapted from the "Minimum Security Standards for Data Stewardship" (<http://www.utexas.edu/its/policies/opsmanual/datastewardstd.php>), with permission from ITS, The University of Texas at Austin, Austin, Texas 78712-1110

3. Data Custodians should refer to the Minimum Security Standards for Data Stewardship, or their respective area or unit’s specific data handling procedures, if there are any questions about how a piece of data should be handled.
4. Data Custodians are responsible for any unauthorized disclosure or exposure of data while the data is in their possession.
5. All university employees handling university data should avoid accessing, manipulating, or changing university data without the authorization of their supervisor or if is not required to fulfill assigned university duties. Such misuse includes, but is not limited to, the following examples:
 - Changing data about yourself or others for other than usual business purposes.
 - Using information, even if authorized to access it, to support actions by which individuals might profit (e.g., salary changes, grade changes, appointment changes.)
 - Disclosing information about individuals without prior supervisor authorization.
 - Monitoring the pattern of salary raises of others; determining the source and/or destination of telephone calls or Internet usage; patterns of personal location; exploring race and ethnicity indicators; querying student grades.
 - Circumventing the assigned levels of data access given to other users by providing access or data sets that are broader than those available via normal approved levels of access.
 - Facilitating another’s illegal access to or compromise of the university’s information resources by sharing account passwords or other information.
 - Violating university policies or federal, state, or local laws in accessing, manipulating, or disclosing university data.

Minimum Requirements

The university requires all data stewards and data custodians to manage, access, and utilize university data in a manner consistent with the university’s need for confidentiality, integrity, and availability. Each college, department, or unit (CDU) handling university data shall develop, maintain, and execute a data stewardship plan comprised of clear and consistent procedures describing how the respective area manages the handling, access, and protection of university data. Each data stewardship plan for university data shall include the following components:

1. General identification of all Category-I data handled and retained by the CDU.
2. Specific procedures addressing the handling of printed data, including but not limited to:

#	ACTION	CATEGORY-I	CATEGORY-II	CATEGORY-III
2.1	Labeling documents	Certain documents must be labeled as “Confidential” regardless of internal or external use. Documents approved for distribution should be	Certain documents may be labeled as “Confidential” regardless of internal or external use. Documents approved for	No special requirement

#	ACTION	CATEGORY-I	CATEGORY-II	CATEGORY-III
		labeled accordingly.	distribution should be labeled accordingly.	
2.2	Duplicating documents	Receiver of document containing Category-I information must not further distribute without permission of respective CDU or data steward. Please see records management practices for more details about creating and managing copies of records. (see Texas State Library and Archives Commission, Texas State Records Retention Schedule)	No special requirement	No special requirement
2.3	Mailing documents via campus mail	The envelope is labeled as "Confidential"	No special requirement	No special requirement
2.4	Mailing documents via external mail carriers	No classification marking on external envelope required; Confirmation of receipt is required as legally mandated.	No special requirement	No special requirement
2.5	Disposing of documents	Adhere to retention schedules . Employ the services of the preferred vendor for records management and destruction. Note: All university departments are required to consult with Records Management for the destruction of records. VPBA Office will grant the final approval to destroy any record.	Adhere to retention schedules . Physical destruction beyond ability to recover (e.g. office cross-cut shredder). Note: All university departments are required to consult with Records Management for the destruction of records. VPBA Office will grant the final approval to destroy	Refer to retention schedules . No special requirement.

#	ACTION	CATEGORY-I	CATEGORY-II	CATEGORY-III
			any record.	
2.6	Storing of documents	Stored in a secured location when not in use.	Stored out of sight when not in use.	No special requirement
2.7	Granting permission to view information	Read access is restricted using various access control methods and is based on roles, classes, entitlements, or affiliations defined by respective Data Steward, or their designate.	Read access is restricted using various access control methods and is based on roles, classes, entitlements, or affiliations defined by respective Data Steward, or their designate.	No special requirement
2.8	Reviewing data classifications for data under CSU and Data Stewards' management	Review annually	Review annually	Review annually

3. Specific procedures addressing the storage of digital data, including but not limited to:

#	ACTION	CATEGORY-I	CATEGORY-II	CATEGORY-III
3.1	Storing data on fixed media with access controls	No encryption required. It is highly recommended that some credit card and/or bank account information be encrypted if it must be stored. (Refer to the Acceptable Encryption Section in the Information Security Operation Manual and Data Encryption Guidelines for information about encryption.) Sensitive credit card authentication data	No special requirement	No special requirement

#	ACTION	CATEGORY-I	CATEGORY-II	CATEGORY-III
		should not be stored at all.		
3.2	Storing data on fixed media without access controls and accessible via the network	Not permitted.	Not advised. If Category-II data must be stored via this media, it should be encrypted (see Acceptable Encryption) or isolated in such a manner that ensures confidentiality, integrity, and/or availability.	No special requirement
3.3	Storing data of fixed media without access controls, but not accessible via the network	Devices must be stored in a physically secured location at all times.	Devices must be stored in a physically secured location when not in use.	No special requirement
3.4	Storing data on removable media or portable device	It is recommended that Category-I be encrypted when stored on such media or devices (see Acceptable Encryption). Such media or devices must be stored in secured location when not in use.	It is recommended that Category-I be encrypted when stored on such media or devices. Such media or devices must be stored in secured location when not in use.	No special requirement
3.5	Granting permission to view data (including duplication)	Read access is restricted using various access control methods and is based on roles, classes, entitlements, or affiliations defined by respective Data Steward, or their designate.	Read access is restricted using various access control methods and is based on roles, classes, entitlements, or affiliations defined by respective Data Steward, or their designate.	No special requirement

#	ACTION	CATEGORY-I	CATEGORY-II	CATEGORY-III
3.6	Granting permission to create or modify data	Create / Modify access is restricted using various access control methods and is based on roles, classes, entitlements, or affiliations defined by respective Data Steward, or their designate.	Create / Modify access is restricted using various access control methods and is based on roles, classes, entitlements, or affiliations defined by respective Data Steward, or their designate.	No special requirement
3.7	Granting permission to delete data	Deletions are restricted using various access control methods and are based on roles, classes, entitlements, or affiliations defined by respective Data Steward or their designate. Also adhere to records management requirements for deleting data (see RM Presentation under Services tab).	Deletions are restricted using various access control methods and are based on roles, classes, entitlements, or affiliations defined by respective Data Steward or their designate.	No special requirement
3.8	Preventing data disclosure to unauthorized requestors (e.g., social engineering)	Consider what is being requested and who is requesting it. If the requestor's credentials or authenticity cannot be 100% assured, do not disclose any information. Escalate the situation to a supervisor, or to the Information Security Office.	Consider what is being requested and who is requesting it. If the requestor's credentials or authenticity cannot be 100% assured, do not disclose any information. Escalate the situation to a supervisor, or to the Information Security Office.	No special requirement
3.9	Preventing unauthorized viewing or eavesdropping of data (e.g.,	Implement privacy screens on monitors that are in high-traffic areas. Be aware of any unauthorized individuals or loiterers.	Implement privacy screens on monitors that are in high-traffic areas. Be aware of any unauthorized	No special requirement

#	ACTION	CATEGORY-I	CATEGORY-II	CATEGORY-III
	shoulder surfing)		individuals or loiterers.	
3.10	Printing hard copy report of data	Unattended printing permitted only if physical access controls are used to prevent unauthorized viewing.	Unattended printing permitted only if physical access controls are used to prevent unauthorized viewing.	No special requirement
3.11	Labeling data at the internal application or screen level	If information has been specifically restricted (e.g. about a user), it should be clearly displayed to the viewer upon request of such restricted information.	No special requirement	No special requirement
3.12	Disposing of surplus physical electronic media device (e.g. disks, hard drives, CDs, etc)	Media must be securely destroyed using university-approved methods (forthcoming).	Media should be wiped or degaussed beyond the ability to recover data. It is advised that media be destroyed using the Cat-I destruction processes	No special requirement
3.13	Disposing of data (e.g., legacy data, unneeded data, etc)	Adhere to retention schedules . Manually or automatically attempt to verify Cat-I data has been removed).	Adhere to retention schedules . Manually or automatically attempt to verify Cat-II data has been removed.	No special requirement
3.14	Auditing access activity	Log all necessary access attempts defined by policy or business requirements; System Custodians shall review all access violation attempts and notify Data Steward and/or Information Security Office of any suspicious or abnormal activity.	Log all violation attempts; System Custodian reviews as appropriate.	No special requirement

#	ACTION	CATEGORY-I	CATEGORY-II	CATEGORY-III
3.15	Retaining information access report logs	Retain logs for at least 14 days. Existing record retention schedules are authoritative.	Retain logs for at least 14 days. Existing record retention schedules are authoritative.	No special requirement
3.16	Reviewing data classifications for data under CDU and Data Stewards' management	Review annually	Review annually	Review annually

4. Specific procedures addressing the transmission of digital data, including but not limited to:

#	ACTION	CATEGORY-I	CATEGORY-II	CATEGORY-III
4.1	Transmitting information via fax	Machine must have limited access such that only those authorized can view. Otherwise, recipient must first agree that an authorized person will be present when the material is received.	Machine must have limited access such that only those authorized can view. Otherwise, recipient must first agree that an authorized person will be present when the material is received.	No special requirement
4.2	Transmitting information via voice mail	Category-I data must not be provided in a voice mail message. Instead, request a call back.	No special requirement	No special requirement
4.3	Transmitting information via wired, wireless, or cellular network	Encryption required (e.g. SSL, SSH, IPSEC, etc). If no secure transmission option is available, data must be encrypted prior to transmission.	Encryption suggested	No special requirement

#	ACTION	CATEGORY-I	CATEGORY-II	CATEGORY-III
4.4	Transmitting information via other network protocols (e.g. e-mail, file transfers, telnet sessions, web applications, network printing)	Encryption required (e.g. SSL, SSH, IPSEC, etc). If no secure transmission option is available, data must be encrypted prior to transmission.	Encryption suggested. Access controls required.	No special requirement
4.5	Reviewing data classifications for data under CSU and Data Stewards' management	Review annually	Review annually	Review annually

Non-Compliance and Exceptions

For all CDUs and Data Stewards — if any of the minimum standards contained within this document cannot be met with regard to Category-I or Category-II data that you manage or support, an Exception Process must be initiated that includes reporting the non-compliance to the Information Security Office, along with a plan for risk assessment and management. (See [Security Exception Report](#))

For all university employees — non-compliance with this standard may result in revocation of system or network access, notification of supervisors, and/or reporting to the Institutional Compliance office.

All University of Texas at El Paso employees are required to comply with both institutional rules and regulations and applicable UT System rules and regulations. In addition to university and System rules and regulations, University of Texas at El Paso employees are required to comply with federal and state laws and regulations.

Disciplinary Actions

Violation of this policy may result in disciplinary action which may include termination for employees and temporaries; a termination of employment relations in the case of contractors or consultants; dismissal for interns and volunteers; or suspension or expulsion in the case of a student. Additionally, individuals are subject to loss of UTEP Information Resources access privileges, civil, and criminal prosecution. University of Texas at El Paso employees are required to comply with both institutional rules and regulations and applicable UT System rules and regulations. In addition to university and System rules and regulations, University of Texas at El Paso employees are required to comply with state laws and regulations.

Related UTEP Policies, Procedures, Best Practices, and Applicable Laws

The policies and practices listed here inform the system hardening procedures described in this document and with which you should be familiar. (This is not an all-inclusive list of policies and procedures that affect information technology resources.)

[Acceptable Use Policy](#)

[IT Security Policy Manual](#)

[Data Classification Standard](#)

[Records Retention Schedule](#)

[Minimum Security Standards for Systems](#)

[Data Encryption Guidelines](#)

[Minimum Security Standards for Application Development and Administration](#)

[13 Texas Administrative Code, Title 13, Part 1, Chapter 6, Subchapter C: Standards and Procedures for Management of Electronic Records](#)

Acknowledgment

Adapted from "*Minimum Security Standards for Data Stewardship*"

(<http://www.utexas.edu/its/policies/opsmanual/datastewardstd.php>), pending permission from ITS, The University of Texas at Austin, Austin, Texas 78712-1110.