Information Owner Training

2017

IT Shared Services

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Why me?

The Texas Administrative Code requires the institution to identify information owners and document their responsibilities.

You were identified by representatives of the Shared Services Operations Committee as an information owner. Committee members include:
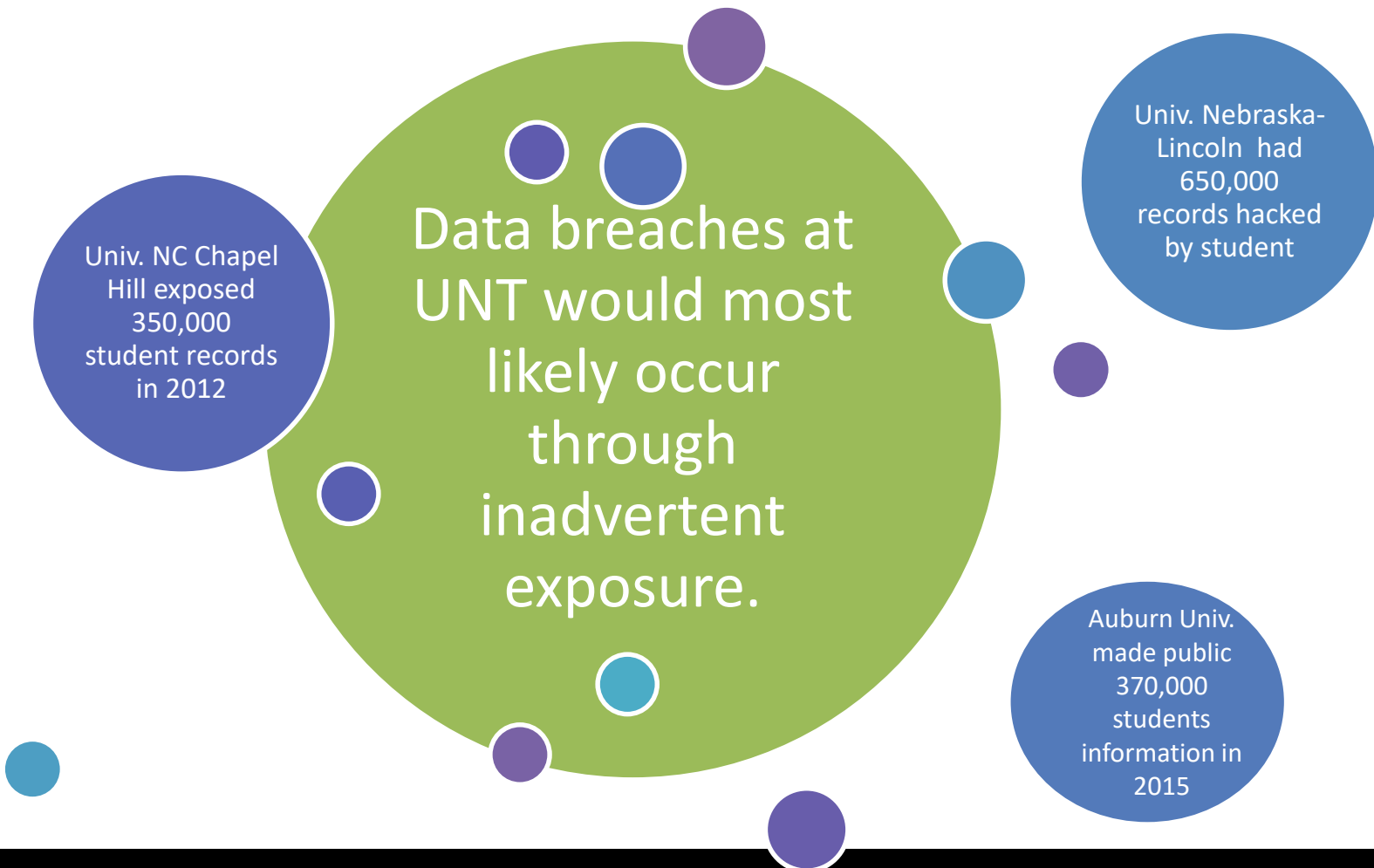
- Chief Internal Auditor
- General Counsel
- Campus Provosts and Vice Chancellor for Academic Affairs and Student Success
- Campus Chief Financial Officers and Vice Chancellor for Finance

Resources for Information Owners

- All information in this presentation can also be found in more detail in the [Information Ownership Guide](#)

- Additional resources are located on the [Information Ownership Website](#) at [Informationowners.untsystem.edu](#)

Information owners can help prevent data loss

Data breaches at UNT would most likely occur through inadvertent exposure.

Univ. NC Chapel Hill exposed 350,000 student records in 2012

Univ. Nebraska-Lincoln had 650,000 records hacked by student

Auburn Univ. made public 370,000 students information in 2015

Security Roles

Information Owners - are individuals with operational authority for specified information and who are responsible for authorizing the controls for the generation, collection, processing, access, dissemination, and disposal of that information

Custodians – are responsible for implementing the information owner-defined controls and access to an information resource

Users - are individuals or an automated application authorized to access an information resource

Information Security Officer - provides guidance and assistance to information owners and others concerning security roles and responsibilities

Information Owners' Areas of Responsibility

Know how your data is categorized

Manage access to data

Information owners set the tone for a security-minded environment

Work with custodians

Work with your Information Security Officer

Responsibility 1:

Know How Data is Categorized

Categories of Information

Category I – Protected information: E.g. social security numbers, credit card information, student education records.

Category II – Should be controlled before release: E.g. some directory Information

Category III – Public information available for release.

Categories of Information

- All information has been categorized.
- Categorization and ownership documentation is posted on the [UNT System Information Ownership](UNT%20System%20Information%20Ownership) website: informationowners.untsystem.edu.

Information (Data)	Ownership Level	* Information Category	UNT	UNT Health Science Center	UNT Dalllas	UNT System Administration	UNT Dallas College of Law
Academic Information (student degree plans, advising information, etc.)	UNT System or Institution	Confidential Information (Category I)	Provost	Provost	Provost	N/A	Dean
Applicant Admission Information	UNT System or Institution	Confidential Information (Category I)	VP for Enrollment Management	Provost	VP for Enrollment Management	N/A	Dean
Asset Information	UNT System or Institution	Public Information (Category III)	Chief Financial Officer	Chief Financial Officer	Chief Financial Officer	Vice Chancellor for Finance	N/A
Audit Information	UNT System	Confidential Information (Category I)	N/A	N/A	N/A	Chief Internal Auditor	N/A
Budget Information	UNT System or Institution	Public Information (Category III)	Institution Budget Officer	Institution Budget Officer	Institution Budget Officer	Institution Budget Officer	Institution Budget Officer

Chart is sample data only

Responsibility 2:

Manage Access to Data

Manage Access to Data

Grant approval authority to individuals designated to act on your behalf (e.g. ACEs)

Document your approval and the type of access granted to designated representative(s) and other individuals that you authorize to use information.

Review and revise access lists periodically

- *Reviews should be conducted at least annually*
- *Reviews should occur more frequently depending on the importance of the data*
- *Reviews should consider changes in employment*

Work With Custodians

Work with Custodians

Formally assign custody of data to custodians

Ensure custodians understand security controls and procedures you authorize

Provide authority to custodians to implement procedures you define

Work with Custodians –
Formally Assign Custody of Data

Custodians may already be assigned their responsibilities based on current practices and procedures. Some examples are:

IT Shared Services	ACEs	IT Managers and Support Staff	Business Unit Employees

Responsibility 4:

Partner with the Information Security Officer

Work with the Information Security Officer (ISO)

The Information Security Officer for the UNT System, UNT and UNT Dallas is Charlotte Russell. The Information Security Officer for HSC is Michael Hollis.

Cooperate with the ISO by following the UNT System Information Security Handbook

Work with the ISO in regard to granting security exceptions

Participate in Risk Assessments with the ISO

What do I need to do?

- ✓ Read the Information Ownership Guide
- ✓ Read the UNT System Information Security Handbook
- ✓ Establish procedures for documenting and reviewing custodianship
- ✓ Work with the Information Security Officer to complete risk assessments and when requesting security exceptions
- ✓ Ensure data security requirements are met through people, processes and technology
- ✓ Convey that security is everyone's job

Resources

- [UNT System Information Ownership Guide](#)
- [UNT System Information Ownership Website](#)
- [UNT System Information Security Handbook](#)
- [UNT System Information Security Regulation](#)
- [Texas Administrative Code, Section 202](#)

For additional assistance, e-mail:

training@security.untsystem.edu