Information Owner Training
2017
IT Shared Services
Training@Security.untsystem.edu
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
- Work with custodians
- Work with your Information Security Officer

Information owners set the tone for a security-minded environment
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 website](https://informationowners.untsystem.edu).

<table>
<thead>
<tr>
<th>Information (Data)</th>
<th>Ownership Level</th>
<th>* Information Category</th>
<th>UNT</th>
<th>UNT Health Science Center</th>
<th>UNT Dallas</th>
<th>UNT System Administration</th>
<th>UNT Dallas College of Law</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Information (student degree plans, advising information, etc.)</td>
<td>UNT System or Institution</td>
<td>Confidential Information (Category I)</td>
<td>Provost</td>
<td>Provost</td>
<td>Provost</td>
<td>N/A</td>
<td>Dean</td>
</tr>
<tr>
<td>Applicant Admission Information</td>
<td>UNT System or Institution</td>
<td>Confidential Information (Category I)</td>
<td>VP for Enrollment Management</td>
<td>Provost</td>
<td>VP for Enrollment Management</td>
<td>N/A</td>
<td>Dean</td>
</tr>
<tr>
<td>Asset Information</td>
<td>UNT System or Institution</td>
<td>Public Information (Category III)</td>
<td>Chief Financial Officer</td>
<td>Chief Financial Officer</td>
<td>Chief Financial Officer</td>
<td>Vice Chancellor for Finance</td>
<td>N/A</td>
</tr>
<tr>
<td>Audit Information</td>
<td>UNT System</td>
<td>Confidential Information (Category I)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Chief Internal Auditor</td>
<td>N/A</td>
</tr>
<tr>
<td>Budget Information</td>
<td>UNT System or Institution</td>
<td>Public Information (Category III)</td>
<td>Institution Budget Officer</td>
<td>Institution Budget Officer</td>
<td>Institution Budget Officer</td>
<td>Institution Budget Officer</td>
<td>Institution Budget Officer</td>
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</tbody>
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*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
Responsibility 3:

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

<table>
<thead>
<tr>
<th>IT Shared Services</th>
<th>ACEs</th>
<th>IT Managers and Support Staff</th>
<th>Business Unit Employees</th>
</tr>
</thead>
</table>
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