



CSUSB Information Authorities and Custodians

CSUSB, Information Security Office

Last Revised: 06/13/2018

Final

REVISION CONTROL

Document Title: CSUSB Information Authorities and Custodians

Author: Javier Torner **File**

Reference:

Date	By	Action	Pages
4/06/10	J Torner	Created Procedures Guide	All
3/05/15	J Torner & L Carrizales	Added delegation of authority and updated information authorities and custodians information.	Pages 4 & 5
04/22/15	L Carrizales	Standard approved by ISET Subcommittee	All
06/13/2016	J Torner & L Carrizales	Standard approved by ISET Subcommittee	All
06/13/2018	J Torner & L Carrizales	Changes recommended by ISET Subcommittee	All

Review/Approval History

Date	By	Action	Pages
6/13/2018	ISET Subcommittee	Approve recommended changes	All
10/29/18	IT Governance	Approved by Executive Committee	All

1.0 Information Authorities and Custodians

2.0 References and Legislative

- 2.1 Related Federal Laws and Regulations
- 2.2 Related CA State Laws and Regulations
- 2.3 Related CSU Policies
- 2.4 References

1.0 Information Authorities and Custodians

Information Authorities and Custodians are those individuals who have been given the responsibility for safeguarding and authorizing access to University Information assets. **Their roles and responsibilities are documented in the CSUSB User Responsibilities for Information Assets Standard.**

In cases where an information authority delegates responsibility to another individual for the authorization of access to their designated information assets, a delegation of authority authorization form should be sent to the Information Security & Emerging Technologies Office.

Any changes to the delegation of authorities should be reported to the Information Security & Emerging Technologies Office. This office will periodically conduct a validation of Information Authority delegates in order to comply with applicable CSU and CSUSB policies.

The following table specifies the information authorities who have been designated in accordance with the responsibilities of their position within the university.

User Information	Information Authority	Information Custodian
Campus Identification Key	Chief Information Officer	Director of Information Security and Emerging Technologies
Employee Information	Staff information Associate Vice President of Human Resources Faculty Information - Associate Vice Provost for Faculty Affairs and Development	Director of Administrative Computing and Business Intelligence
Facilities Information	Director of Facilities	Associate Vice President for Information Technology Services
Financial Information	CFO or Associate CFO	Director of Administrative Computing and Business Intelligence
Health Information	Director of Student Health Center	Associate Vice President for Information Technology Services
Mental Health Information	Director of Counseling and Psychological Services	Associate Vice President for Information Technology Services
Identity Validation Keys	Student Information - Registrar, Employee's Information - Associate Vice President of Human Resources	Director of Administrative Computing and Business Intelligence
Law Enforcement	Chief of Campus Police	Chief of Campus Police

		Assistant Director for Police Services
Legal Information	General Counsel	General Counsel
Library Patron	Dean of the Library	Librarian Information Technology
Personal Identifiable Information	Student Information - Registrar, Employee's Information - Associate Vice President of Human Resources	Director of Administrative Computing and Business Intelligence
Purchasing Information	Director Procurement and Support Services	Director of Administrative Computing and Business Intelligence
Student Academic Information	Registrar	Director of Administrative Computing and Business Intelligence
Student Financial Information	Director of the Accounting Office	Student Accounts Director, Financial Aid Director
Information Security and Compliance	Information Security and Emerging Technologies Office	Information Security and Emerging Technologies Office
University Donor	Vice President of University Advancement	Director of Advancement Operations
University Research	Associate Provost for Academic Research	Principal Researchers

2.0 References and Legislative

2.1 Related Federal Laws and Regulations

- Gramm-Leach Bliley Act of 1999
- HIPAA – Health Information Portability and Accountability Act
- Family Education Rights and Privacy Act of 1974 (FERPA)
- Federal Trade Commission Regulations (16 CFR, Part 314) Standards for Safeguarding Customer Information; Final Rule, May 23, 2002
- Federal Trade Commission Regulations (16 CFR, Part 313) Privacy of Consumer Financial Information
- Payment Card Industry Data Security Standard (PCI-DSS)

2.2 Related CA State Laws and Regulations

- California Information Practices Act of 1977 (California Civil Code Section 1798.85)
- California Education Code, Section 89546, Employee Access to Information Pertaining to Themselves
- California Code of Regulations, Title 5, Sections 42396-42396.5
- Comprehensive Computer Data Access and Fraud Act (California Penal Code, Section 502)
- California Civil Code 1798.85: Disclosure of Security Breach of Confidential Information
- California: SB 2246: Customer Records: Act to add to Title 1.81, Part 4 of Division 3 of the Civil Code

2.3 Related CSU Policies

- CSU Executive Order 796 (req. compliance with FERPA)
- Records Access Manual: Office of General Counsel: The California State University, March 2005 (Records exempted from disclosure)
- Chancellor's Office Memorandum of March 26, 2003: Increased Security Measures for CMS
- California State University HR: 2005-07: New Legislation Regarding the Use of Social Security Numbers (CO)
- California State University HR: 2005-16: Requirements for Protecting Confidential Personal Data
- CSU Executive Order 1031 - <http://www.calstate.edu/EO/EO-1031.html>

2.4 References

- CSU, Long Beach - Records Management Standard
- CSUSB Media Handling standards
- CSUSB Student Records Administration Policy