**Administrative Policy**

<div align="center">

**Suffolk County Community College**

**Enterprise Systems Information Security Procedures**

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The following procedures apply to all College systems storing private or sensitive information. The purpose of the procedures is to outline and identify all functions of user management, to include the following:

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      h.  In addition to internal system documentation, a list of all system permissions for a user will be maintained in hardcopy and stored in a standard secure location by the Computer Center, such that permissions can be quickly identified and modified.

2. **Community Based Systems:**  The following procedures
community-based systems including Email and *MySCCC*.

      a.  Individuals will be provided access to these systems based upon their membership in major groups at the College.  The groups include but are not limited to:  Employees, Employee Bargaining Unit, Student, Student Matriculation Status and Program, Alumni, and Retirees.

      b.  based upon the policies established for these systems.

      c.  Roles for the *MySCCC* portal will normally be maintained from records created in Banner.

## B.  Data Owners    Protected Data Resources

1. Each data resource will have an identified Data Owner with the responsibility and authority to determine who, based on job responsibilities, should have access to protected resources within

      a.

      Security Policy.

      b.  Departmen