

**STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 4-4-105

**PAGE:** 1 of 3

---

**POLICY TITLE:** INFORMATION SECURITY

**LEGAL AUTHORITY:** Section 59-53-51 of the 1976 Code of Laws of South Carolina  
As Amended

**DIVISION OF  
RESPONSIBILITY:** INFORMATION TECHNOLOGY

---

**DATE APPROVED BY BOARD:** September 27, 2011

**DATE OF LAST REVISION:**

---

**CHAIRMAN**

---

**EXECUTIVE DIRECTOR**

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM.**

The State Board for Technical and Comprehensive Education (State Board) is committed to protecting the confidentiality, integrity, and availability of its information assets. Information assets are defined as all information, regardless of the form or format, which is created, acquired or used within the South Carolina Technical College System (System). This policy applies to information recorded on any media or device, including those owned by the System, college, or individual.

The State Board is committed to ensuring an environment that will assist in protecting all members of the System from information security threats that could compromise privacy,

# STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

## STATEMENT OF POLICY

**POLICY NUMBER:** 4-4-105

**PAGE:** 2 of 3

---

productivity or reputation. This policy also applies to all individuals who access computer networks or information assets of the System.

All colleges and the system office shall ensure compliance with all applicable Federal, State and local laws and regulations (Appendix), and should develop more specific procedures that follow Information Security best practices to appropriately address the protection of and access to data and Information Technology assets.

Additional resources are available at:

[https://tweb.sctechsystem.edu/groups/ISM/members/data\\_security/default.aspx](https://tweb.sctechsystem.edu/groups/ISM/members/data_security/default.aspx)

# STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

## STATEMENT OF POLICY

**POLICY NUMBER:** 4-4-105

**PAGE:** 3 of 3

---

### APPENDIX

This is a partial list of applicable laws, regulations or guidelines that each college and the system office should consider when developing procedures for Information Security. This list should not be used as a complete or comprehensive listing; instead, it is representative of the scope and breadth of such requirements imposed upon the System:

South Carolina Information Technology Solutions Committee (ITSC) Information Security Policy

<http://www.cio.sc.gov/NR/rdonlyres/4B867195-5669-4E44-9E79-DA6B54FCA524/0/scrInformationSecurityPolicy.pdf>

Gramm-Leach-Bliley Act (GLBA)

<http://www.ftc.gov/privacy/glbact/glbsub1.htm>

The Family Educational Rights and Privacy Act (FERPA)

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

The Health Insurance Portability and Accountability Act (HIPAA)

<http://www.hhs.gov/ocr/privacy/>

The Payment Card Industry Data Security Standard (PCIDSS)

<https://www.pcisecuritystandards.org/>

Southern Association of Colleges and Schools Commission on Colleges (SACS)  
Accrediting Standards

<http://sacscoc.org/principles.asp>

Digital Millennium Copyright Act of 1998 (DMCA)

<http://www.copyright.gov/legislation/dmca.pdf>

Higher Education Opportunity Act (HEOA)

<http://www2.ed.gov/policy/highered/leg/hea08/index.html>

Electronic Communications Privacy Act (ECPA)

<http://it.ojp.gov/default.aspx?area=privacy&page=1285>