

## Administrative Policy

### Suffolk County Community College

#### Management Standard of Protected College Information in Transit and Storage

This standard covers the movement and storage of protected private or sensitive information (*Protected Information*) outside of College systems, including its transit to and storage on network folders, desktops, laptops and portal media and transit to non-college systems. Access to this information by individuals and departments is governed by the ***Policy on Information Security Access*** and the ***Policy on the Protection of Social Security Numbers***. The Information Security (ISec) Committee is responsible for the oversight of this standard.

## **Administrative Policy**

6. Files containing *Protected Information* approved for removal to an administrative desktop computer ***My Documents*** folder. This folder is a protected network resource.
7. College administrative laptops, because of their access to *Protected Information* within the College enterprise systems, are to utilize full disk encryption that meets standard. ***Administrative Laptop Policy.***
8. Any third party laptop that has access or contains *Protected Information*