

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION  
Policy and Procedures Manual

SUBJECT: INFORMATION TECHNOLOGY

Policy 1300.1 - Security of Data and Information Technology Resources; Montana University System

**Adopted: November 16, 2001; Revised: May 23, 2014**

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I. Board Policy

A. Each campus of the Montana University System is required to establish and maintain policies for the security of data and information technology resources.

B. Policies shall be developed and maintained under the direction of the chief executive officer of each campus.

C. Policies shall comply with all pertinent state and federal requirements. Where appropriate, campuses should follow the National Institute of Standards and Technology (NIST) Framework for policy guidance. The Framework complements, and does not replace, a campus's risk management process and cybersecurity program. The organization can use its current processes and leverage the Framework to identify opportunities to strengthen and communicate its management of cybersecurity risk while aligning with industry practices.

D. Campus policies must include a security incident response plan. In the event that a security incident requires public disclosure, the Commissioner of Higher Education will be notified prior to the disclosure.

E. Insofar as security issues are common to campuses, the campuses shall adopt similar policies.

F. The Office of the Commissioner of Higher Education shall develop and maintain policies for the security of data and information technology resources under its direct control.

II. Procedures

A. Policy Development

1. The chief executive officers of each campus shall assign to appropriate individuals or groups the responsibility for development of policies governing the security of data and information technology resources that specifically encompass the responsibilities outlined in MCA 2-15-114. Those individuals or groups shall engage their campus communities in the identification of security issues and exposures and shall develop draft policies reflecting those concerns.

2. The chief executive officer shall review and approve the campus security policy.

B. Policy Review

1. Periodically, no less often than every three years, campus policies for the security of data and information technology resources shall be reviewed by the chief executive officer of the campus and/or his/her delegates. Revisions shall be undertaken when judged necessary, following the procedure outlined above.

Definitions:

*Security* - Prevention of unauthorized additions, deletions, or modifications to data; prevention of unauthorized access to sensitive or confidential data; protection of the accuracy of data; protection of the privacy or confidentiality of sensitive data; protection against unauthorized access to information technology resources; protection of information technology resources from intrusion, damage, denial of service, or other disruption.

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*Data* - Records (physical, electronic, optical, etc.) detailing or summarizing the financial, human resources, financial aid, or student records aspects of the entities of the Montana University System  
Information Technology Resources - Voice, data, and video networks and associated electronic equipment; computers; storage devices; databases; application software; operating systems.

History:

Legislative Audit Division report on The University of Montana, April 1999, *Draft, July 27, 2001, Draft August 23, 2001*; ITEM 112-110-R0901 - Security of Data and Information Technology Resources; Montana University System; approved November 16, 2001. Item 163-105-R0514, revised May 23, 2014.