Area: Information Technology

Policy Name: Data Security, Retention, & Destruction

Policy Statement: Data security, retention, and destruction is of Salina Tech’s utmost importance. Data often contains confidential information that must be kept in a secure location. Salina Tech has established this policy to protect the privacy of our students, staff, faculty, part-time staff, clients, board members, vendors, and any other party involved with Salina Tech. This policy applies to all Salina Tech involved parties who use the College computer network to create, edit, or maintain electronic data.

Procedures: Salina Tech abides by all rules, regulations, and laws concerned privacy and the protection of information. All systems containing confidential information are protected by both login information and encryption levels. Physical confidential information is kept in a locked secure location.

Passwords are assigned to individuals based on what access the user is supposed to have to systems. These login credentials are unique to each user and reveal different access to a handful of systems. Passwords shall be kept in a secure location at all times and shall not be shared with any individual for any purpose. If you believe your password(s) has been compromised, contact the Vice President of Administrative Services immediately.

The Salina Tech network is backed up to an external secure location on an hourly basis. This second location is kept secure and backed up to a third location on a weekly basis. The two locations ensures that one data source is retained for recovery if the other is destroyed by fire, electrical surge, or other natural phenomena.

The destruction of electronic data is conducted using multiple platforms on all old computer equipment, servers, and disk drives. All retired equipment is completely formatted to ensure data is deleted forever. Old disk storage devices are either retained in a secure location or delivered to an outside data destruction servicer for destruction.

Contact: Vice President of Administrative Services

Related Form(s):

Adopted: September 22, 2014

Updated: