



POLICY STATEMENT 123
INFORMATION TECHNOLOGY RESPONSIBILITIES RELATED TO PERSONNEL

POLICY DIGEST

Monitoring Unit: Office of Information Technology
Initially Issued: December 12, 2022
Last Revised: none

I. PURPOSE

As an institution of higher education, Louisiana State University at Eunice (“University” or “LSU Eunice”) is charged with maintaining systems and data for administrative and academic purposes. These assets are critical to the mission of the University, and the acceptable use of these systems and data sets must be managed with a formalized personnel policy related to information technology (IT) security.

The purpose of this policy is to define the required processes and activities in the management of personnel as they pertain to security responsibilities and the employee lifecycle.

II. DEFINITIONS

Asset. A resource, process, product, information infrastructure, etc. whose loss or compromise could intangibly affect its integrity, availability, or confidentiality or it could have a tangible dollar value. The loss or compromise of an asset could also affect LSU Eunice’s ability to continue business.

Personnel. All users that are hired or otherwise engaged by the University to perform a particular task, job, and/or duty. This includes full-time and part-time employees, including student employees and contract employees.

User. Any individual or entity that utilizes an asset. A user can be an individual, application, information system, network, etc.

III. POLICY STATEMENT

A. Security Responsibilities in Job Descriptions

1. LSU Eunice must define information security responsibilities in all relevant job descriptions.
2. LSU Eunice must communicate the defined responsibilities prior to and during employment and/or affiliation.

B. Employee Lifecycle

- 39 1. LSU Eunice must define parameters related to information security and/or
40 compliance requirements for all personnel related activities including, but not limited
41 to:
- 42 a. Recruiting
 - 43 b. Onboarding
 - 44 c. Termination or other change of status.

45 **IV. STANDARDS**

- 46 A. The security responsibilities in job descriptions standards are outlined in Standard LSU
47 Eunice-ST-123-1.
- 48 B. The employee lifecycle standards are outlined in Standard LSU Eunice-ST-123-2.

49 **V. REVISION HISTORY**

Version	Date	Change Description	Edited By
0.1	04/20/2022	Initial Draft	OIT

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