



POLICY STATEMENT 124 STANDARD 4 DATA PRIVACY

POLICY DIGEST

Monitoring Unit: Office of Information Technology
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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 Data Management policy.

A major element of protecting the data entrusted to the University is to have appropriate practices and procedures in place with respect to personal information and its privacy.

The purpose of this standard is to describe security processes and procedures needed to manage privacy of data.

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.

Data. Any information residing on the University Information Technology (IT) Infrastructure or held on any other IT Infrastructure on behalf of the University. This data includes files, documents, messages in any format, including e-mail messages and posts made on any Social Media site maintained by/for the University or its units. All data created and/or maintained by a User is also subject to this Policy, even if the data is created and/or stored on the User’s own personal computer, smartphone, or other personal device.

Data Custodian. Information technology staff with day-to-day responsibilities for the capture, maintenance, and dissemination of data.

Data Functional Owner. Organizational representatives who have planning and decision-making responsibilities for data related to their functional area. They are members of the academic or functional areas of the University (e.g., Registrar, Director, Associate Director, Assistant Director, Associate/Assistant Dean, or equivalent).

Data Stewards. Operational managers in a functional area with day-to-day responsibilities for managing business processes and establishing business rules for production transaction systems and associated datasets.

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

44 **III. STANDARDS**

45 A. Data Collection

- 46 1. Collection of personal information, whether online or offline and by LSU Eunice or
47 through a partner, must be collected on a voluntary basis and may vary depending
48 on the business need.
- 49 2. Appropriate consent language must be present on all forms through which data is
50 collected and explicit consent must be obtained.
- 51 3. Users accessing any asset that accumulates data through automated means, such
52 as cookies, third party tags, etc., must be informed of this collection through privacy
53 notifications.
- 54 4. Collected personal information must not be shared or utilized beyond the specific
55 purpose for which it was obtained.
- 56 5. LSU Eunice shall not sell, share, or otherwise distribute personally identifiable
57 information to third parties, except as required by law or as part of a business
58 engagement with a third party. Consent statements must include explicit statements
59 if the data will be shared with third parties.
- 60 6. LSU Eunice must establish processes and procedures to provide access to Users to
61 the personal information collected from them.
- 62 7. LSU Eunice must establish processes and procedures to allow users to review,
63 update, and correct any personal information collected and stored.
- 64 8. LSU Eunice must establish processes and procedures to allow users to remove
65 collected personal information, where applicable.

66 **IV. REVISION HISTORY**

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

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