



UNIVERSITY OF OREGON  
FOUNDATION

<b>INFORMATION TECHNOLOGY POLICY</b>	<b>NUMBER:</b>	IT-01-2009
<b>SUBJECT:</b>	<b>PREVIOUS:</b>	BT-01-2009
<b>FOUNDATION INFORMATION AND TECHNOLOGY</b>		
Effective date:	7/1/2011	Replaces policy number: 1/1/2011

**PURPOSE:**

To establish guidelines for achieving appropriate protection of Foundation information resources.

**POLICY:**

The University of Oregon Foundation is committed to high standards of excellence for protection of information assets and information technology resources that support our mission. The Foundation processes, stores, and transmits an immense quantity of information to conduct its business functions as well as the business and stewardship functions of the University. Appropriate controls and security measures are implemented to protect these assets from potential damage or compromise to confidentiality and to mitigate interruption to Foundation and University activities.

**PROCEDURE:**

Confidentiality, Integrity and Availability

All information created on, stored on or passing through Foundation-owned technology is confidential. Each authorized user must take all steps possible to ensure the safekeeping of information while in use and proper destruction once authorized use is complete. The method used for dissemination must be appropriate for the confidential qualities of the specific information being shared. No use of information or technology may compromise its integrity; e.g. violations of copyright, unauthorized encryption, security breach or disruption of network communications.

All technology troubleshooting is managed through the helpdesk with a desired response time within one hour of the request during normal business hours. Information Technology will occasionally need to restrict access to information or technology for maintenance purposes and will provide 2 working days notice. All information is backed-up nightly from 11:30pm-4:00am, during which time all access will be restricted.

Release and Disclosure

*Ownership*

All information on Foundation-owned technology is property of the Foundation and is confidential, whether or not stated on a specific document or electronic form. Any unauthorized reproduction, dissemination, or disclosure is prohibited.

Foundation, Information Technology will maintain an accurate listing of all Foundation-owned technology, including cell phones, software and portable storage. The list shall reflect the current user of each item. Foundation employees may use Foundation-owned technology for incidental personal use so long as such use does

not interfere with execution of the employee's duties, conflict with Foundation activities, nor violate any Foundation policy or federal, state or local law or regulation. Any personal information passing through or stored on Foundation-owned technology is property of the Foundation and subject to all Foundation policies. The Foundation assumes no liability for loss of any personal data or communications transmitted or stored on Foundation-owned technology.

#### *Authorized Users*

Foundation, University, Alumni Association staff and volunteers may be granted access to Foundation information and technology. Access will be granted to an individual (i) based upon specific job description duties, (ii) with supervisor approval, (iii) for authorized business activities only. Access authorizations are reviewed annually by the Director, Information Technology.

Foundation Trustees, Trustees Emeriti, Ex Officio Trustees and Past Trustees will be granted access to Foundation information as is made available on LinX and on the Foundation website. Access is granted by the Foundation President/CEO based upon Trustee-type designation and committee assignments. Access authorizations are reviewed annually by the Director, Board Relations.

University and Foundation contracted vendors may be granted access to Foundation information and technology upon approval of the Foundation CCO. The vendor must agree, in writing, (i) to use the information only for the purpose intended by the University or Foundation client, (ii) to acknowledge that the sale or transfer of information is strictly prohibited, (iii) to maintain the absolute confidentiality of the information, and (iv) to promptly return any technology provided upon fulfillment of the contract.

Certain Foundation staff or contract vendors, authorized by the Foundation CCO, may monitor Foundation technology for audit, security and maintenance purposes.

Each authorized user will have a unique user name and password. Passwords are to be kept secure and changed by the user every three months.

#### *Special Requests*

Anonymous transactions and records will only be available to the donor or by approval of the University Director of Donor Relations. Foundation staff have access for record keeping purposes only.

All requests from media sources must be authorized specifically by the Foundation President/CEO.

Requests from other colleges, universities, student loan agencies, or for information for publishing or general distribution purposes will be granted only upon written consent of the individual alumni.

The Foundation will reply to requests through legal action after consultation with Foundation counsel.

Any special request not addressed above will be reviewed on a case-by-case basis and can only be authorized by written permission of the Foundation President/CEO.

Unauthorized Use

Unauthorized use of Foundation information or technology may result in loss of access rights and may subject the person to further disciplinary or legal action. Anyone who becomes aware of the occurrence of any violation of this policy should report the violation promptly to their supervisor, Foundation management or <http://uofdn.silentwhistle.com>.

**DEFINITIONS:**

Availability: ensuring timely and reliable access to and use of information  
Confidentiality: preserving authorized restrictions on access and disclosure  
Integrity: guarding against improper information modification or destruction

**RESPONSIBILITIES:**

President/CEO: (i) general determination of information and technology that may be made available under this policy and (ii) review media and other special requests

CCO: approve monitoring of technology and vendor authorization requests

Director, Board Relations: coordinate authorization and access for all Trustee-types

Director, Information Technology: coordinate authorization and access for all Foundation, University, Alumni Association staff and volunteers

**AGREEMENT TO ABIDE BY POLICY:**

I, \_\_\_\_\_, understand that access to Foundation information and technology is being granted to me in accordance with this policy, which I have read and agree to abide. I understand that violation of this policy may result in loss of access rights and may subject me to further disciplinary or legal action.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SUPERVISOR APPROVAL:**

I, \_\_\_\_\_, attest that the above-named person meets the policy requirements for access to Foundation information and technology. I understand that it is my responsibility to ensure appropriate training and supervision. I will immediately report to the Foundation any concerns, change in role, or other reason to modify or discontinue this person's access.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date