



Information Technology Policy and Procedures

Policy: Data Storage and Media Protection

Policy Title: Data Storage and Media Protection	Effective Date: 12/18/2008
Policy ID: IT-PO-5102	Approval Date: 5/7/2022
Oversight Executive: Asscoiate VP for IT & CIO	Next Review Date: 3/1/2025

1. Purpose

Radford University is committed to maintaining a reliable and secure technology infrastructure. Secure the storage of media where sensitive data is sotred is critical to the security of University information. This policy provides guidelines for handling of sensitive data and protecting data from compromise.

2. Policy

- Data owners are responsible for classifying their data sensitivity and for notifying system owners of the sensitivity and data protection requirements of the data they own.
- Data custodians are individuals or entities that are in physical or logical possession of data for owners. Custodians are responsible for protecting the data in their possession from unauthorized access, alteration, destruction, or usage.
- **Highly sensitive data** is prohibited from being stored on any mobile device, including laptops and non-network drives, unless the data is encrypted and an exception identifying the business need, risks involved, mitigating security controls, and acceptance of any residual risk is approved by the Agency Head or designee.
- Data storage media containing highly sensitive data must be physically and logically secured.
- Employees, who have approval to store highly sensitive data on mobile devices, must receive security awareness and training specific to data media protection requirements.
- Only authorized personnel are permitted to pickup, accept, transfer, or deliver data storage media containing highly sensitive data including tape backups. Backup tapes must be secured in a locked enclosure during transport and moved directly from the data center to the offsite storage vault.
- All media storage devices such as hard drives, removable disks drives, diskettes, CD-ROMs, zip drives, jump drives, personal digital assistants and other storage media required to be purged of all data when they are reassigned, salvaged, or transferred to another agency as described in the COV ITRM SEC2003-02.1 standards.

3. Procedures

4. Definitions

Highly Sensitive Data: For purpose of this policy, highly sensitive data currently include personal information that can lead to identity theft if exposed and health information that reveals an individual's health condition and/or history of health services use. While other types of sensitive data, such as student names in combination with course grades obviously exist, the negative impact of unauthorized exposure of data specifically covered by this policy (and described in detail below) is especially true.

1. Personal information that, if exposed, can lead to identity theft. "Personal information" means that first name or first initial and last name in combination with and linked to any one or more of the following data elements about the individual.
 - Social Security Number
 - Driver's license numer or state identification card number issued in lieu of a driver's license number;
 - Passport number; or
 - Financial account number, or credit card or debit card number.
2. Health information that, if exposed, can reveal an individual's health condition and/or history of health services use.



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Encrypted: The transformation of data through the use of an algorithmic process into a form in which there is a low probability of assigning meaning without the use of a confidential process or key, or the securing of the information by another method that renders the data elements unreadable or unusable.

5. Related Information

6. Policy Background

7. Approvals and Revisions

Reviewed: December 18, 2008 by Information Technology Advisory Committee

Approved: December 18, 2008 by Radford University Cabinet

Reviewed: May 7, 2022 by the Information Security Officer

Approved: May 11, 2022 by Associate VP for Information Technology & CIO

Reviewed: February 27, 2024 by the Chief Information Security Officer

Minor grammatical and spelling correction.

Approved: March 1, 2024 by Associate VP for Information Technology & CIO