

Information Technology Department

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1.0 Revision History

Version	Date	Author(s)	Change Description
0.0	7/15/2013	UF IT Security	Initial UF Document that was adopted.
1.0	10/17/2017	Lane Blanchard	First full document drafted from adopted document; Modifications for internal needs and requirements
1.1	12/15/2018	Lane Blanchard	NONE
1.2	11/05/2019	Lane Blanchard	NONE
1.3	01/15/2021	Lane Blanchard	NONE
1.4	04/03/2023	Lane Blanchard	NONE

2.0 Policy Approval

Name of Approver: Shaima Coffey

Title of Approver: ISA and Executive Director

Approval Date: ?

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3.0 Purpose

This charter defines the mission and objectives of the College of Pharmacy Information Technology (IT) security program, outlines the scope of the organization's mandate, defines terms, and delineates roles and responsibilities for information security throughout the organization. Enforcement rules are also included in this charter.

Unauthorized access, breach of confidentiality, loss of integrity, disruption of availability, and other risks threaten College of Pharmacy IT resources. The College of Pharmacy IT security policies are aimed at reducing exposure to threats, thereby minimizing risk in order to protect University of Florida Information Technology (UF IT) resources. Policies are goals or mandates used to cultivate standards. College of Pharmacy IT security standards define metrics against which results can be measured to determine compliance with the policies and describe objectives for procedures. College of Pharmacy IT security procedures detail how to implement standards in order to comply with policies. Guidelines are suggested methods, best practices, or clarifications to assist with the implementation of standards.

4.0 Policy Details

4.1 Roles & Responsibilities

The College of Pharmacy has a unique position within the much larger entity, University of Florida (UF). UF information security has the overarching responsibility to protect all UF IT resources, including those of the College of Pharmacy.

UF information security has divided its roles among the natural boundaries of the institution. These boundaries produce two levels of roles to be fulfilled:

- Level 1 has responsibility for the entire University
- Level 2 has responsibility for the College of Pharmacy

The roles that are defined for each of the levels are as follows:

- Level 1 roles are UF Information Security Administrator (ISA) and UF Information Security Manager (ISM)
- Level 2 roles are College of Pharmacy ISA and College of Pharmacy ISM

4.1.1 UF Information Security Administrator (ISA)

The UF ISA has the responsibility to ensure implementation and management of the UFIT security program. The UF ISA has the authority to direct action as needed to protect UFIT resources. The UF ISA has the authority to enforce UFIT policies, standards, and procedures and

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to direct action related to violations. Where questions arise with respect to what constitutes a unit, the UF ISA has final authority.

4.1.2 UF Information Security Manager (ISM)

The UF ISM manages the UFIT security program and security team. The UF ISM is responsible for coordinating efforts to create and maintain centralized UFIT security policies, standards, and procedures. The UF ISM or a designee is responsible for enterprise risk assessment, enterprise network intrusion detection, working with the College of Pharmacy ISM to resolve exposures and reduce potential exposures, the UF security web site, and organizing IT security training and awareness events.

4.1.3 College of Pharmacy ISA

IT security responsibilities and reporting structure within the College of Pharmacy are at the discretion of the College of Pharmacy ISA, but a structure based on the UF structure is recommended with security administrators and security managers designated in each sub-unit.

The College of Pharmacy ISA has the responsibility to ensure implementation and management of the IT security program within the College of Pharmacy. They have the authority to direct action as needed to protect unit IT resources. They have the authority to enforce UF and College of Pharmacy IT policies, standards, and procedures and to direct action related to violations. The College of Pharmacy ISA must appoint the College of Pharmacy ISM. The higher level unit has the discretion to designate ISMs at subordinate unit levels, but the College of Pharmacy ISM must maintain contact information.

Where appropriate, IT duties must be specified in the job description of the College of Pharmacy ISA.

4.1.4 College of Pharmacy ISM

The College of Pharmacy ISM is responsible for managing and coordinating security efforts within that unit's organizational hierarchy. The College of Pharmacy ISM has the responsibility to advise the administration of security implementations consistent with UFIT policies, standards, and procedures. While the College of Pharmacy ISM is responsible to the administrative structure, they must be made known to the UF ISM.

To ensure professional management of UFIT resources, the College of Pharmacy ISM must ensure that their unit complies with UFIT security policies, standards, and procedures and that employees in their unit are aware of applicable laws, policies, standards, and procedures.

All units must have specific written IT security policies, standards and procedures. The College of Pharmacy ISM, in cooperation with the College of Pharmacy ISA, is responsible for the coordination of unit IT security policies, standards, and procedures. Unit security policies,

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standards, and procedures must be available to the UF ISM upon request. Units must create standards for physical access, network and host access, incident response, data security, business resumption, awareness, etc.

It is possible that ISM duties for smaller units do not require a full-time commitment and may be assigned to an existing IT position. IT duties must be specified in the job description of the College of Pharmacy ISM. The College of Pharmacy ISM must coordinate with their unit administration to ensure that all networks in their unit have adequate professional coverage, including vacation alternates. The College of Pharmacy ISM must maintain contact information for their IT staff and appropriate alternates. The College of Pharmacy ISM must ensure that all people who manage IT resources in their unit are appropriately trained and aware of relevant laws, and UF policies, standards, and procedures. The College of Pharmacy ISM must coordinate within their College various IT security responsibilities, including but not limited to monitoring, documenting, reporting, and correcting the cause of security breaches, establishing minimum security standards for the installation and configuration of IT resources, maintaining the operating systems, reviewing account termination, ensuring secure coding, and other security functions.

The College of Pharmacy ISM must be a permanent employee with more than 50% IT related job responsibility. They must have a high school diploma or equivalent, and at least 4 years of professional IT related job experience. IT related vocational training or college course work may substitute for experience. The College of Pharmacy ISM must be a full-time employee. An FBI background check is recommended for all people who maintain or manage IT resources, but is required before an individual is assigned College of Pharmacy ISM duties. Existing employees not on probation at the time that this charter is implemented do not require an FBI background check.

4.1.5 IT Workers

IT workers maintain, manage, or have responsibility for UFIT resources. All IT workers must be qualified to implement UF and respective unit IT policies, standards, and procedures appropriate to their level of job responsibility, or they must be closely supervised by someone who is. Where questions arise with respect to qualifications of IT worker candidates, the hiring authority must coordinate with the College of Pharmacy ISM and the College of Pharmacy ISA

IT duties must be included in job descriptions of IT workers.

IT workers are responsible to keep informed of changes to UF and respective unit IT policies, standards, procedures, and other information resources.

4.2 College of Pharmacy Resource Categories

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In terms of management and responsibility, the College of Pharmacy recognizes the following categories of IT resources: professionally managed and personally managed. These categories are described below.

4.2.1 Professionally Managed Resources

Professionally managed IT resources are maintained by IT workers in a manner consistent with UFIT policies, standards, and procedures. Non-IT workers should not manage UFIT resources. Qualified professional IT consultants may be contracted to manage or maintain College IT resources, but must comply with UF and College of Pharmacy IT policies, standards, and procedures.

4.2.2 Personally Managed Resources

UFIT workers must manage all UFIT resources. The College of Pharmacy ISA can make exceptions for research or other purposes and allow non-IT workers to manage IT resources. These are referred to as personally managed IT resources. Personally managed IT resources also include personally owned devices such as laptops, computers, PDAs, and other IT equipment. Personally managed IT resources commonly connect in classrooms, at walkups, with wireless, and on the student residential network. Personally managed IT resources must meet the following requirements.

- Before connecting to the UF Network, personally managed IT resources must connect only to designated network zones.
- All personally managed IT resources connecting to unit networks must be coordinated with the College of Pharmacy ISM
- The College of Pharmacy ISM must ensure that maintainers of personally managed IT equipment in their unit are aware of relevant UFIT security policies, standards, and procedures.
- The College of Pharmacy ISM must ensure that maintainers of personally managed IT resources comply with relevant UFIT security policies, standards, and procedures.

4.3 Enforcement

College of Pharmacy administrators and IT workers who fail to adhere to this charter may be subject to penalties and disciplinary action, both within and outside the university. Violations will be handled through the university disciplinary procedures applicable to the relevant IT employee. The university may suspend, block or restrict access to IT resources and IT workers independent of such procedures, when it reasonably appears in the best interest of the University to do so. The university may also refer suspected violations of applicable law to appropriate law enforcement agencies.

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5.0 Policy Compliance

5.1 Compliance Management

The College of Pharmacy Information Security Manager (ISM), or their designee, will verify compliance to this policy through various methods, including but not limited to, periodic walk-thru inspections, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner and privacy committee.

5.2 Exceptions

The College of Pharmacy Information Security Manager (ISM), or their designee must approve any exception to the policy in advance.

5.3 Non-Compliance

An employee found to have violated this policy would be subject to disciplinary action, up to and including termination of employment.

6.0 Policy Scope

This charter applies to all people who maintain or manage College of Pharmacy IT resources, their supervisors and their administrators. It applies to all locations of those resources, whether within the organization or remote locations. It applies to all UF and College of Pharmacy policies, standards and procedures, some of which are listed below. This charter is intended to help protect integrity, availability, accountability and appropriate confidentiality of College of Pharmacy IT resources. Additional standards and procedures may govern specific data, computers, computer systems or networks provided or operated by specific UF and subsidiary units.

- Acceptable Use of Computing Resources
- College of Pharmacy Policy for Security Management Responsibilities
- College of Pharmacy Physical Security Standard
- College of Pharmacy Network Security Standard
- College of Pharmacy Software Security Standard
- College of Pharmacy Assessment Standard
- College of Pharmacy Incident Response Standard
- College of Pharmacy IT Training and Security Awareness Standard
- College of Pharmacy Data Security Standard
- Business Resumption Standard

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7.0 Related Policies

Intentionally left blank.

8.0 Definitions

IT Resource Any equipment used to store, process, display, or transport digital information is an IT resource. The associated data, applications and hardware, are also IT resources.

Information Technology (IT) Worker An individual hired by the organization to manage or maintain IT resources in. IT duties must be specified in the job description.

9.0 Supporting Information

No additional supporting information was provided.