Personal Information Protection Compliance Review Policy

Policy Title:

Responsible Executive(s):

Responsible Office(s):

Contact(s):

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I.   Policy Statement

The Personal Information Protection Compliance Review Policy covers all users of computers, electronic devices, and media capable of storing Loyola Protected data or Loyola Sensitive data as defined by the Data Classification Policy.

The purpose of this policy is to ensure that all divisions and departments of Loyola University Chicago are in, and remain in, compliance with the policies established for the security of Loyola Protected data or Loyola Sensitive data.

II.   Definitions

The person responsible for the security of information within their division. This will be the same person who is responsible for ensuring the department performs the necessary scans as defined in Loyola Protected Data & Loyola Sensitive Data Identification Policy.

III.   Policy

Each division will conduct compliance reviews in accordance with the Loyola Protected Data & Loyola Sensitive Data Identification Policy.

Each division or department head will designate one individual as the department's primary data steward and one individual as the department's alternate data steward. If the primary data steward is unable to perform their listed duties, the alternate data steward will perform those duties. The duties of the two data stewards cannot be delegated further. Each division or department will communicate the names of the designated data stewards to ITS. The primary data steward has primary responsibility

for the security of information within their division. This will be the same person who is responsible for ensuring the department performs the necessary scans as defined in Loyola Protected Data & Loyola Sensitive Data Identification Policy. The role of the designated individual may be rotated. The alternate data steward will assist the primary data steward and perform the functions of the primary data steward if the primary data steward is unavailable to do so.

The primary data steward will be responsible for conducting the review of his/her