

**University of Florida Foundation, Inc. (UFF)
Information Technology Security**

Policy #: 1.06
Effective Date: March 2, 2018
Responsible Department: Computer Services

1. PURPOSE

To protect the information technology (IT) resources of UFF and Advancement.

2. APPLICABILITY

All members of Advancement staff, all UFF data, network systems, applications, and equipment owned or operated by UFF, and all equipment, equipment rooms, and wiring registered in any UFF buildings.

3. POLICY

In order to ensure the confidentiality, integrity, and availability of UFF IT resources, UFF IT staff is authorized to temporarily suspend, block, or restrict access to IT resources when it is reasonably necessary to protect UFF IT resources or limit liability. All Advancement staff must be aware of the duties and responsibilities of their positions with respect to IT security and comply with all applicable laws, policies, standards, and procedures.

Auditing procedures must be in place to identify use of UFF IT resources. Users who are granted access to UFF IT resources will be granted the minimum level of access in order to perform their job responsibilities. All IT resources must be protected and made as robust as possible against unauthorized use or attack, consistent with providing necessary services in an efficient and timely manner. The security implications of all changes to IT resources must be considered.

Security incidents affecting confidentiality, integrity, or availability of IT resources must be investigated, documented, reported, and resolved in a timely manner, and a plan must be documented for the recovery from any such incident.

Policies, standards, procedures, and documents will follow the International Standards Organization 270002 Standard.

4. **CLARIFICATION**

Requests for clarification of this policy should be sent to the Director of Technology (dvidi@uff.ufl.edu).

Certified as approved by the UFF Executive Board on March 2, 2018.



Susan G. Goffman, Secretary

Revision history: Original version June 10, 2009
Revised March 2, 2018