



## 8. AQUINAS COLLEGE CONFIDENTIAL DATA MANAGEMENT

College policy regarding handling of confidential data by Aquinas personnel is covered in their respective handbooks. In addition, the following policy is also in effect:

In accordance with standard College confidentiality policies, all forms of access to confidential information are to be protected by anyone creating or granted access to that information.

When that confidential information is in electronic form, protection includes selection of a password that is not easy to guess by others, not granting access to that password to anyone else, not storing that password where anyone else could locate it, not leaving a logged-in account unattended, not storing confidential information on unsecured devices without vice presidential risk/benefit assessment and approval (i.e. laptop, PDA, PC hard drive, etc.) - this includes personal devices as well as those that are College-owned.