

SOUTHWESTERN COMMUNITY COLLEGE	INFORMATION TECHNOLOGY DATA MANAGEMENT	Policy 8.20
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I. POLICY STATEMENT

Southwestern Community College's ("College") traditional boundaries no longer contain the entirety of an enterprise's data. The College holds data related to finances, intellectual property, customer, and personnel data. Data is stored in the cloud, on phones and tablets, and even sensitive data is often shared with service providers located all over the world. The College's loss of control over protected or otherwise sensitive data is a serious and often reportable business impact to include running afoul of local or national data regulations for protection of personal data. Data compromise may occur as a result of theft or espionage, or merely poorly understood data management rules and user error.

There are many types of data that can be housed and managed by an enterprise, including, but not limited to, the following:

- Financial Data, such as payroll, tax, banking, credit card data, etc.
- Personally Identifiable Information (PII) and Human Resource data to include Social Security Numbers (SSNs), health information, home addresses, birth dates, etc.
- Trade secrets, research, patented technologies, other forms of intellectual property, etc.
- Data used to support customer facing applications
- Personal data
- Metadata (e.g., file size, file type, data of data, source)
- Information pertaining to the management of information systems (e.g., network diagrams)

II. PROCEDURES

See SCC Procedure 8.20.01 (DATA MANAGEMENT).

Adopted: September 2025