OFFICE OF THE SENIOR VICE PRESIDENT
BUSINESS & FINANCE

INFORMATION RESOURCES & COMMUNICATIONS
Interoffice Memo

To: UCOP Division and Department Heads

From: Kristine Hafner, Associate Vice President

Date: June 15, 2006

Subject: Updated UCOP Electronic Information Security Policy

Over a year ago, I announced publication of the UCOP Electronic Information Security Policy, which specifies requirements for attaching computers and other devices to the UCOP network.

We have updated that policy as part of IR&C's ongoing security initiative to address electronic information security at UCOP. **The updated version provides guidelines governing departments' responsibilities for protecting and safeguarding sensitive and confidential information**. It is located online at http://www.ucop.edu/irc/policy/ucop/opsecpolicy.html.

Under this policy, all UCOP departments are required to take the following actions:
- Identify an individual responsible for departmental electronic information security
- Review the information assets held or managed by the department and identify the information that is sensitive or confidential and, in particular, that is protected by law or UC policy
- Identify departmental processes for handling sensitive or confidential information
- Identify possible risks to the security and confidentiality of this information
- Identify and implement measures to mitigate these risks

A checklist is available online to assist departments in meeting their responsibilities: http://www.ucop.edu/irc/itsec/uc/documents/security.checklist.12.14.2005.doc. If you would like consultation or assistance in your departmental security planning, please contact IR&C Policy Director Jacqueline Craig at 987-0409 or Jacqueline.Craig@ucop.edu. Karl Heins, Director of IT Audit, also is available to provide assistance and may be reached at 987-0483 or Karl.Heins@ucop.edu.

The updated policy reflects recommendations from the UC Information Security Work Group (http://www.ucop.edu/irc/initiatives/ucinfosecwg.html), a systemwide task force convened last year at the request of Senior Vice President Mullinix, and feedback from the UCOP IT Advisory Group (ITAG) (http://www.ucop.edu/irc/itadgrp.html), which reviewed drafts at October 2005 and January 2006 meetings.

Through our Managed Desktop Initiative (http://www.ucop.edu/irc/mdi/welcome.html), IR&C has been working with UCOP departments to identify priorities for establishing a more stable and secure electronic environment for the Office of the President. Our efforts are proving successful: The reduced number of network-based security incidents can be attributed to the security measures we have put in place—and to your compliance with policy. Thank you in advance for your continued support.