

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Information Security	NUMBER: 03-30
AUTHORITY: Florida Statute: 1001.64, 282.318	SEE ALSO:
DATE ADOPTED: 1/16/07, 10/22/18	

The District Board of Trustees shall, in accordance with Florida Statutes, SBE Rules, Florida Department of Education and Federal Regulations be responsible for the transmitting, safekeeping, reproducing, and destroying of records which include but are not limited to correspondence, student financial and academic information, human resources information, and financial records of the institution. All information including but not limited to correspondence, student financial, academic, human resources, and financial records of the institution, whether in print or electronic form is owned by the College (or Board) and are to be utilized for College business purposes only. College owned records shall not be downloaded and/or removed from the College or College software systems without the express written consent of the appropriate Vice President. Depending on the nature of the offense and the records downloaded and/or removed, criminal charges could be pursued against those persons violating this policy.

The President will appoint an information security manager to ensure all practices are in accordance with the above aforementioned policy and Florida law.