

# **SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY**

## **Policy Manual**

**SUBJECT:** Security Awareness Policy

**NUMBER:** Policy VIII-05-4

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### **POLICY**

All users of SDSMT computing and networked services and resources must be aware of their responsibility to protect the confidentiality of all data handled or accessed from loss and misuse. Data handling procedures are addressed by a wide variety of procedures depending on the regulations and laws involved.

### **PURPOSE**

To insure all SDSMT personnel (faculty, staff, students, volunteers and guests) understand their responsibility to protect all data especially, personally identifiable data, from loss and misuse. This policy must be reviewed at least annually.

### **SCOPE**

This policy applies to all SDSMT personnel (faculty, staff, students, volunteers and guests).

**SOURCE:** Information Technology Services November 6, 2012; Information Technology Services May 2013;