

# LOUISIANA STATE UNIVERSITY AGRICULTURAL CENTER

**POLICY NUMBER:** AgCenter PS-54

**EFFECTIVE:** July 1, 2024

**REVISED:** N/A

**VERSION:** 1

**RESPONSIBLE OFFICE:** LSU AgCenter Information Technology

**CATEGORY:** Information Technology

## INFORMATION TECHNOLOGY ASSET MANAGEMENT AND DATA GOVERNANCE

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### I. Purpose

This policy statement is required by LSU PM-36.

The LSU AgCenter provides information technology resources and information systems for support and fulfillment of business processes and mission objectives. In addition to proper acquisition and appropriate use, information technology must be properly managed to ensure the confidentiality, integrity, and availability of such systems and that of the information, or data, stored, transmitted, processed, and/or otherwise handled.

For information, or data, to be sufficiently protected against risks to confidentiality, integrity, and availability, it must be properly identified, classified, and labelled. In turn, information must be handled and safeguarded appropriately.

This policy and related policies, procedures, standards, and guidance provide the basis for the management of information technology assets and the governance of information or data.

### II. Policy

#### A. Scope

1. This policy, along with related policies, procedures, standards, and guidance, is applicable to all information technology resources utilized to fulfill duties and responsibilities required in connection with the LSU AgCenter, whether it is used by an employee, volunteer, adjunct, or affiliate, paid or unpaid and all use of information technology resources and information systems acquired by or for the LSU AgCenter.
2. This policy is in addition to all applicable regulation, statute, memoranda, policy, or otherwise binding direction to which the LSU AgCenter is subject.

3. Identities, accounts, credentials, secrets, and verifiers and usage thereof are subject to the policy.
4. Information received or retrieved from or by means of LSU AgCenter information technology resources or in connection with duties or responsibilities for the LSU AgCenter are subject to this policy.

## B. Key Terms / Definitions

1. *Information technology* refers to any form of technology that serves to store, manipulate, transmit, or receive information and information system refers to a combination of information technologies. This is inclusive of hardware and/or devices as well as software (operating systems, programs, applications, plug-ins, add-ons, etc.) and services.
2. *Asset* refers to a resource, process, product, information infrastructure, etc. whose loss or compromise could intangibly affect its integrity, availability, or confidentiality or it could have a tangible dollar value. The loss or compromise of an asset could also affect the LSU AgCenter's ability to continue business.
3. *Information technology asset* refers to a subset of asset and specifically refers to hardware that have compute and storage capabilities and is utilized to store, process, access, or handle information and/or data.
4. *Data* refers to any information residing on the LSU AgCenter's information technology infrastructure or held on any other information technology infrastructure on behalf of the LSU AgCenter. This data includes files, documents, and messages in any format.
5. *Sensitivity* refers to the level to which data must be protected against unauthorized access. Contributing factors include, but are not limited to, risk of harm or injury from disclosure or exposure; statutory, regulatory, or contractual requirements; general privacy or confidentiality; and/or protection of business processes, objectives, or mission.
6. *User* refers to any individual or entity that utilizes an asset. A user can be an individual, application, information system, network, etc.

## C. General Policy / Requirements

1. The LSU AgCenter must establish and maintain a data governance framework.
2. Data and/or datasets under the purview of the LSU AgCenter must be assigned a classification level based on the sensitivity of incorporated data elements.

- 3.The LSU AgCenter must identify administrative, technical, and physical security controls that need to be applied to restrict access and safeguard data, based on data classification.
- 4.Data must be stored, transferred, and disposed of in a manner that complies with relevant regulations, contractual agreements, data governance, and/or data classification.
- 5.The LSU AgCenter must implement processes and/or procedures to support the privacy of personal information which is collected, used, processed, and/or stored for business purposes, support compliance with privacy regulation, and improve user awareness as it pertains to the privacy of their personal information.
- 6.All information technology assets under the purview of the LSU AgCenter must be assigned a classification level based on the classification of the data which is stored, processed, accessed and/or handled utilizing the information technology asset.
- 7.The LSU AgCenter shall develop and implement processes and procedures, and where applicable procure and/or implement tools for inventory management, the maintaining a record of baseline configuration and change control, including effective management of changes to information technology assets.
- 8.The LSU AgCenter shall develop and implement processes and procedures for asset acquisition, provisioning, deprovisioning, and reallocation, and disposal.
- 9.The LSU AgCenter shall identify critical datasets and implement appropriate measures to recover data fully in the event of a technology failure.

#### D. Responsibilities

- 1.As a condition for access to and use of LSU AgCenter information technology resources and information systems, each user, regardless of the nature of affiliation, is responsible for compliance with all applicable requirements including, but not limited to, regulations, statutes, memoranda, policy, procedures, standards, and guidance.
- 2.LSU AgCenter Information Technology is responsible for the development, implementation and/or deployment of standards, technical controls, methods, and systems to assess and ensure compliance.

#### E. Privacy

- 1.No guarantee or expectation of privacy may be construed on any information gathered, stored, and/or transmitted using LSU AgCenter information technology resources. The LSU AgCenter reserves the right to retrieve and review any

information stored, composed, sent, or received using any LSU AgCenter information technology resource.

2. Any information originated or derived through duties, responsibilities, and/or activities related to the LSU AgCenter will remain the property of the LSU AgCenter where not superseded by a legally established claim or agreement.
3. Use of LSU AgCenter information technology resources constitutes the employee's consent to the AgCenter's access to, and waiver of the employee's privacy interest in, all data on the system.
4. The LSU AgCenter reserves the right to access and disclose this information in its sole discretion for any business purpose as required or permitted by law.

#### F. Confidentiality

1. All information not expressly or explicitly identified for public dissemination must be treated as confidential.
2. LSU AgCenter personnel and affiliates with access to confidential information must only use the information in the manner for which it is intended. Confidential information must not be shared with others not authorized to have access to the information. Personnel and affiliates must maintain and protect information in a manner appropriate to the level of confidentiality required.
3. Automatic transmission or retransmission of confidential information to external entities or information systems is prohibited without explicit permission and implementation of compensating controls.

#### III. Procedures

- A. LSU AgCenter Information Technology will establish, review, and revise or amend, as appropriate, standards, procedures, and guidance for the management of information technology assets and governance and handling of data.
- B. Standards and procedures will be cataloged and made available to AgCenter constituents in accordance with risk policy and internal audit procedures.

#### IV. Exceptions

- A. There are no standing exceptions to this policy.
- B. Exceptions may be requested and reviewed under the direction of the LSU AgCenter Information Technology unit in consultation with subject matter experts and administration.

## V. Compliance / Violations

- A. All LSU AgCenter employees and/or personnel shall be responsible for knowledge of the LSU AgCenter Policy statement as it relates to their position.
- B. LSU AgCenter employees who are in violation of this policy shall be subject to discipline as appropriate under the circumstances up to and including termination.
- C. Failure to comply with this policy may subject the violator to loss of privileges and/or disciplinary action and personal liability, including civil or criminal actions.
- D. LSU AgCenter Information Technology, in compliance with applicable policy and regulation, will be permitted to implement technical controls to audit and/or curtail circumvention of and/or non-compliance with this policy.
- E. Anyone identifying a potential violation of this policy should immediately notify LSU AgCenter Information Technology for subsequent review/investigation. Upon Information Technology review, further action may be necessitated if a violation is confirmed.

## VI. Resources and References

- A. LSU Permanent Memoranda:  
LSU PM-36, Requirements B1-B3, B5-B10, E10, M2
- B. LSU AgCenter Policy Statements:
  - 1. LSU AgCenter PS-1
  - 2. LSU AgCenter PS-32
  - 3. LSU AgCenter PS-47
- C. LSU AgCenter Information Technology Standards, Guidance, and Procedures
- D. Corresponding LSUAM Policy Statements:  
LSU A&M PS-123, PS-124, PS-125, PS-127

## VII. Additional Information/Question/Contact

Contact LSU AgCenter Information Technology at [ITSupport@agcenter.lsu.edu](mailto:ITSupport@agcenter.lsu.edu) for guidance and/or questions.