



Campus Administrative Policy

Policy Title: **File Storage Data Protection**

Policy Number: 5013 Functional Area: **Information Technology**

Effective: October 1, 2019
Date Last Amended/Reviewed: May 22, 2019
Date Scheduled for Review: July 1, 2026
Supersedes: N/A

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Prepared by: Office of Information Technology
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Responsible Officer: Associate Vice Chancellor for Office of Information
 Technology (OIT);

Applies to: University of Colorado Anschutz Medical Campus
 University of Colorado Denver
 University of Colorado South Denver

A. INTRODUCTION

As stated in the University of Colorado Administrative Policy 6005, *University information* is regarded as a strategic organizational asset and is treated in a manner consistent with that of other strategic assets, such as financial and facility assets. As such, *University information* shall be adequately protected regardless of the information's physical location, the nature of the device or media upon which it is stored, or the persons in possession or control of the information.

The Chief Information Officer (CIO) is designated by the Chancellor on each campus with oversight authority for all IT operations on that campus. These individuals have the

authority to enforce the requirements of University and campus policies for information security.

Information Security includes the protection of multiple types of data. These data include administrative data, clinical data, student data, research data, financial data, human resources data, and grants and contract data just to name a few.

In an effort to meet the information security requirements set down in the University of Colorado Administrative Policy 6005, the Office of Information Technology (OIT) provides a centralized file storage infrastructure that:

- Is compliant with all applicable federal, state, and local regulations
- Meets security standards required by federal, state, and local regulations
- Is Highly available with geographically distributed backups of data
- Is Highly reliable with minimum amount of down time
- Meets University continuity of operations (COOP) requirements
- Is insured through the acquisition of electronic data insurance protection

The university carries electronic data insurance protection in an effort to protect its data assets. University Risk and Compliance is responsible for maintaining this insurance policy. Data that is stored in the OIT centralized file storage infrastructure is protected at the highest level and as such, is in alignment with the University's electronic data insurance protection plan as well as Administrative Policy 6005.

B. SCOPE

This policy covers all academic, clinical, research, and administrative units, as well as centers and institutes of the University of Colorado Denver | Anschutz Medical Campus including CU South Denver.

C. POLICY STATEMENT

1. Data that is stored in the OIT central file storage facility is protected by the University's electronic data insurance protection plan.
2. The University's electronic data insurance protection plan covers only that data stored on OIT's centralized file storage facility.
3. Data that is not stored within the OIT centralized file storage facility is not covered by the University's electronic data insurance protection plan
4. Data stored on storage devices other than the OIT centralized file storage facility such as USB devices and keys, retail and commercial grade data storage devices not within the OIT centralized file storage facility, and commercial-level raid arrays not managed within the OIT centralized file storage facility are not covered by the University's electronic data insurance protection plan.

Notes

1. Dates of official enactment and amendments:

October 1, 2019: Adopted by the Chancellors

2. History:

October 1, 2019: Created and adopted to establish the purpose, authority, and protection of the IT central file storage facility and any university information that is stored there.

3. Initial Policy Effective Date: October 1, 2019

4. Cross References/Appendix:

- [University of Colorado APS 6005, IT Security Program](#)