



1. INTRODUCTION

The purpose of this policy is to protect Notre Dame's information resources from accidental or intentional unauthorized access, modification, or damage, while also preserving the open information sharing requirements of its academic culture.

2. POLICY STATEMENT

Information that Notre Dame or its agents use in the course of conducting University business is an institutional resource. Although individuals, offices, departments, programs, or schools may have responsibilities for creating and maintaining portions of University information and University records, the University itself retains ownership of, and responsibility for, the information.

Information handling standards and classifications will be created and maintained by the Information Governance Committee in partnership with Data Stewards responsible for specific data and data elements in order to properly protect University data.

2.1. Information Governance Committee

The Executive Vice President will appoint members to the Information Governance Committee (IGC). The Information Governance Committee will be chaired by the Vice President for Information Technologies, and will:

- Appoint data stewards for the University
- Define which data elements are Highly Sensitive
- Serve as the data steward for Highly Sensitive data elements
- Regularly review all standards related to this policy
- Arbitrate disputes related to this policy

Appeals of Information Governance Committee decisions can be made in writing to the Executive Vice President.

How To Create A Policy Manual

Rachel Sandford



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