

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 1009: Information Security Program

The Gramm-Leach-Bliley Act (“GLBA”), together with the Federal Trade Commission (“FTC”) “Safeguards Rule,” regulates the security and confidentiality of customer information collected or maintained by, or on behalf of, financial institutions or their affiliates. Because A-B Tech is a financial institution under the GLBA by virtue of its participation in certain financial activities (such as the administration of federal student loans), the College has established an Information Security Program (“ISP”) to comply with the GLBA and the Safeguards Rule. These safeguards are provided to:

1. Ensure the security and confidentiality of covered data and information;
2. Protect against anticipated threats or hazards to the security or integrity of such information; and
3. Protect against unauthorized access to, or use of, covered data and information that could result in substantial harm or inconvenience to any customer.

## Objectives

The objectives of the ISP are to:

1. Designate an employee(s) to coordinate the ISP;
2. Identify reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of covered information, giving consideration to operations such as employee training and management, information systems, and potential system failures, attacks and intrusions;
3. Design and implement information safeguards to control the risks identified through risk assessment;
4. Oversee service providers and contracts; and
5. Evaluate and adjust the ISP periodically, and report those assessments annually to the Board of Trustees.

## Information Security Program Plan

The Information Security Program Plan, which can be found on the A-B Tech portal’s IT page, tackles the objectives above with more detail and direction. The Plan also provides ample references to statewide and national standards, including the North Carolina Community College System’s Institutional Information Processing System (IIPS) Users Group and the U.S. Department of Commerce’s National Institute of Standards and Technology (NIST).

Definitions: See Policy 1009: Information Security Program & A-B Tech Information Security Program Plan

References: See Policy 1009: Information Security Program & A-B Tech Information Security Program Plan

Owner: Vice President of Operations/Chief Information Officer

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