LTS Internal Computer Security Policy

Introduction

The purpose of this document is to outline a series of security policies designed to ensure the confidentiality, integrity and availability of Brandeis University computer systems. Policies are designed to balance usability with appropriate security standards.

Scope

Policies in this document apply to Brandeis computer systems directly managed by the department of Library and Technology Services. This includes any system stored in Library and Technology Services data centers.

Computing Policy Council

Computing policies are created and maintained by the Library and Technology Services leadership group. This group is made up of the Chief Information Officer, Chief Information Security Officer and Directors of Library and Technology Services departments.
Policies

1. Passwords and passphrases must be strong.

   Procedure: [https://lts.brandeis.edu/techhelp/security/passwords.html](https://lts.brandeis.edu/techhelp/security/passwords.html)

2. Passwords cannot be stored as plain text.

   Procedure: [https://lts.brandeis.edu/techhelp/security/password-storage.html](https://lts.brandeis.edu/techhelp/security/password-storage.html)

3. Personally identifiable information (Social Security number, driver’s license number, identification card number, financial account number, or password.) stored on portable devices such as laptops, usb storage or backups must be encrypted.

   Procedure: [https://lts.brandeis.edu/techhelp/security/encryption-rest.html](https://lts.brandeis.edu/techhelp/security/encryption-rest.html)

4. Windows computers must have endpoint protection software (AntiVirus) installed.

   Procedure: [https://lts.brandeis.edu/techhelp/security/SEP.html](https://lts.brandeis.edu/techhelp/security/SEP.html)

5. Passwords transmitted across a network must use encrypted tunnels.

   Procedure: [https://lts.brandeis.edu/techhelp/security/encryption-transit.html](https://lts.brandeis.edu/techhelp/security/encryption-transit.html)

6. Credit card numbers must not be recorded or stored in any format (paper or electronic).

   Procedure: See the credit card policy for recommended methods of accepting credit cards. [http://www.brandeis.edu/financialaffairs/policies/credit-card-processing-policy.pdf](http://www.brandeis.edu/financialaffairs/policies/credit-card-processing-policy.pdf)