# OLD DOMINION UNIVERSITY
## University Policy

**Policy #3501**
**INFORMATION TECHNOLOGY ACCESS CONTROL POLICY**

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| **Responsible Oversight Executive:** | Vice President for Administration and Finance |
| **Date of Current Revision or Creation:** | May 10, 2022 |

### A. PURPOSE

The purpose of this policy is to outline the manner in which access to Old Dominion University information technology (IT) resources is granted.

### B. AUTHORITY

Virginia Code Section 23.1-1301, as amended, grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 7.01(a)(6) of the Board of Visitors Bylaws grants authority to the President to implement the policies and procedures of the Board relating to University operations.

Restructured Higher Education Financial and Administrative Operations Act, Code of Virginia Section 23.1-1000 et seq., as amended

### C. DEFINITIONS

Access – The ability to receive, use, and manipulate data and operate controls included in information technology.

Data - An information asset that represents, but is not limited to, individual data elements, lists, addresses, documents, images, measurement samples, programs, program source code, voice recordings, aggregations of data, or other information in a digital format. Data in a tangible object, typically paper, is excluded from this policy, but is subject to other University policies, including, but not limited to, policies on records management and confidentiality.

Information Technology Resources – Computers, telecommunication equipment, networks, automated data processing, databases, the Internet, printing, management information systems, and related information, equipment, goods, and services.

User **-** Includes anyone who accesses and uses Old Dominion University information technology resources.

### D. SCOPE

This policy applies to all users of Old Dominion University information technology resources and governs all information technology resources whether owned by or operated for University business through contractual arrangements, including, but not limited to, all employees, students, volunteers, and visitors to the institution. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons admitted to the University who have not completed a program of study for which they were enrolled; student status continues whether or not the University's programs are in session. Visitors include vendors and their employees, parents of students, volunteers, guests, uninvited guests, and all other persons located on property, owned, leased, or otherwise controlled by the University.

## E. POLICY STATEMENT

The University will provide all employees and other users with the information they need in order to carry out their responsibilities in as effective and efficient manner as possible. Access to data will be limited to authorized individuals whose job responsibilities require it, as determined by an approval process, and to those authorized to have access by Federal or State laws or in accordance with University policies and standards. The process for requesting, granting, administering, and terminating accounts on IT systems, including accounts used by vendors and third parties, is provided in Information Technology Standard 04.2.0 - Account Management Standard.

Access is given through the establishment of a unique account in accordance with account request procedures. Exceptions to the establishment of unique accounts may include stand-alone personal computers, public access computers or related resources, and student labs where individual student accounts are not required.

All users of IT systems are responsible for reading and complying with university information technology requirements, reporting breaches of IT security, actual or suspected, to University management and/or the Information Security Officer, taking reasonable and prudent steps to protect the security of IT systems and data to which they have access, and complying with any Federal, State, or local statutes and University policies and standards as might apply to these resources. Every user must maintain the confidentiality of information assets even if technical security mechanisms fail or are absent.

Old Dominion University reserves the right to revoke any user's access privileges at any time for violations of policy, standards and/or conduct that disrupts the normal operation of information technology resources.

## F. PROCEDURES

The specific standards to be utilized for compliance with this policy are published on the Information Technology Services Computing Policies and Standards website.

## G. RECORDS RETENTION

System access records are retained for three years and then destroyed in accordance with the Commonwealth's Records Retention Schedule (General Schedule 113, Series 000151).

## H. RESPONSIBLE OFFICER

Chief Information Officer

## I. RELATED INFORMATION

Information Technology Standard 02.2.0 – Workplace Device Technologies Standard
Information Technology Standard 02.3.0 – Data Administration and Classification Standard
Information Technology Standard 02.6.0 – Remote Access and Virtual Private Network Standard
Information Technology Standard 08.1.0 – Risk Assessment Standard
Information Technology Standard 09.1.0 – Acceptable Use Standard
Information Technology Standard 09.2.0 – Accessibility Standard
Information Technology Standard 10.1.0 – Disciplinary Action Standard

## POLICY HISTORY

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**Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:**

/s/ Rusty Waterfield May 5, 2022
Responsible Officer Date

**Policy Review Committee (PRC) Approval to Proceed:**

/s/ Donna W. Meeks April 19, 2022
Chair, Policy Review Committee (PRC) Date

**Executive Policy Review Committee (EPRC) Approval to Proceed:**

/s/ Chad A. Reed May 5, 2022
Responsible Oversight Executive Date

**University Counsel Approval to Proceed:**

/s/ Allen T. Wilson May 9, 2022
University Counsel Date

**Presidential Approval:**

/s/ Brian O. Hemphill, Ph.D. May 10, 2022
President Date

**Policy Revision Dates:** October 1, 2007; February 21, 2011; March 15, 2017;
May 10, 2022

**Scheduled Review Date:** May 10, 2027