

Data Use Standards

Purpose

The purpose of this document is to outline the requirements for handling and protecting all of the University's institutional data.

Overview

Any individual who creates, processes, stores, shares, and/or destroys university data is responsible and accountable for complying with the following required safeguards for protecting data based on their classification. In addition to the following data security standards, any data covered by federal laws, state laws, regulations or contractual agreements must meet the security requirements defined by those laws, regulations, or contracts.

Definitions

Authentication – is the process of determining whether someone or something is, in fact, who or what it is declared to be.¹ For example, at Towson, individuals authenticate to most services using their NetID and password.

Authorization – is a security mechanism used to determine user/client privileges or access levels related to system resources, including computer programs, files, services, data, and application features.²

Data Classification – Towson categ

