

Illinois Community College Board

EMPLOYEE GUIDEBOOK MODIFICATIONS

The ICCB Employee Guidebook is revised to include necessary changes required by audit recommendations.

RECOMMENDED ACTION

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the following additions and modifications to the employee guidebook:

Confidentiality Policy

The Illinois Community College Board maintains files for research and reporting purposes. Some files contain information used to uniquely identify an individual. Because they also may contain information of a sensitive nature, it is imperative that the confidentiality of these files be maintained.

Data of a sensitive nature must be stored securely and access limited to only those individuals with a demonstrated need.

Data of a sensitive nature will not be shared with or provided to outside individuals or entities without the approval of the ICCB Executive Director. Any sensitive data to be shared with outside parties must be done under the terms of a written, non-disclosure agreement signed by all parties.

Further, in accordance with the Data Security on State Computers Act, [20 ILCS 450], the agency has the responsibility to ensure that prior to the disposal by sale, donation, or transfer of any electronic data processing equipment that the hard drives be erased, wiped, sanitized, or destroyed in a manner that prevents the retrieval of any sensitive data or software. all data processing equipment must be cleared of all data and software before removal from service. The ICCB will overwrite stored data at least 3 times or physically destroy hard drives prior to disposal. The ICCB will document the completion of the process using Disk Wiping and Physical Destruction logs, identifying, as applicable, the serial number of the equipment or hard drive, the agency inventory tag, the process used (disk wiping software or physical destruction), and the name, date, and signature of the person performing the overwriting or destruction process. When an outside vendor is used, certification of the completion of the process will be documented.

BACKGROUND

These changes were made based on audit recommendations.