Concordia University St. Paul

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501.02 -- Lost or Stolen Technology Policy

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Official University Policy

Title: Lost or Stolen Technology Policy

Constituents: University Faculty, University Staff, University Students, and Authorized Users of University Resources (Vendors, Partners)

CATEGORY	Requested Implementation Date: October 1, 2016	POLICY NUMBER
INFORMATION TECHNOLOGY (500)	Approval Date: October 14, 2016	501.02

POLICY STATEMENT

General Responsibility

The following policy details expectations surrounding what to do in the event a Concordia University employee loses their university-issued technology; including laptops, cell phones, desktop computer, USB drives, or any other electronic device used to access or store university data.

In the event of theft, employees should report the theft of university property to local law enforcement immediately or as soon as it is reasonably safe to do so.

Employees should immediately report the loss to ITS via support@cu-portland.edu or by phone 503-493-6300. Do not wait for business hours to report, leave a message if necessary.

When reporting to ITS:
1) Indicate the type of device lost or stolen.
2) Provide the date and time of loss (estimate if necessary).
3) Indicate if the device was encrypted.
4) If theft; provide Case# and Officer name (this may be reported later, do not delay your report to ITS if still waiting for information from law enforcement)

If the device was NOT encrypted, you should immediately report the following:
1) Any files on the device not specifically encrypted to protect against loss.
2) The type of information contained within any unencrypted files (PII, sensitive information,

proprietary information, common/low-risk data, etc…)
3) The specifics of the contents of any PII, sensitive or proprietary data files that were not encrypted.
4) References to network locations or physical locations of copies of the lost data for examination by the security and risk assessment teams.
5) Estimations of the types of data lost in the case the sole copy were lost with the device.
6) Did the device cache E-mail or other server based information locally? If so, report any information that may have been cached that is sensitive or proprietary.

Additionally, report any peripherals of interest such as printed documents, USB drives or other assets lost that may present a data or information loss risk.

Compliance

I have read and I understand the above CU-Portland General IT Security Policy and will adhere to all applicable laws, rules, regulations and policies pertaining to the security and protection of the University's electronic information resources.

REASON FOR POLICY

To establish guidelines for information technology security.

RELATED INFORMATION (Optional)

CU-Portland IT Policies: *Acceptable Use Policy, University Laptop Use Policy*

RESPONSIBLE UNIVERSITY DEPARTMENT / OFFICE

Department of Information Technology Services
Concordia University – Portland
2811 NE Holman Street
Portland, OR 97221

CONCORDIA UNIVERSITY
UNIVERSITY
-PORTLAND, OREGON-

FORMS / ONLINE PROCESSES
The user will be guided through the process when submitting a support ticket via email at support@cu-portland.edu .