



# SUNY Orange Policy Manual

Policy Number	Policy Title
BP2.38	Personal, Private and Sensitive Information (PPSI)

Orange County Community College will protect the information resources of the College from unauthorized access or damage.

Members of the College community shall employ reasonable and appropriate administrative, technical, and physical safeguards to protect the integrity, confidentiality and security of all Personal, Private and Sensitive Information (PPSI), irrespective of its source or ownership or the medium used to store it. All individuals at the College who dispense, receive and store PPSI have responsibilities to safeguard it.

Violations of this policy, resulting in misuse of, unauthorized access to, or unauthorized disclosure or distribution of personal identification numbers may subject individuals to legal and/or disciplinary action, up to and including the termination of employment or contract with the College, or, in the case of students, suspension or expulsion from the College.

The Board of Trustees directs the President to develop such procedures as to fairly implement this policy.

Adopted: February 21, 2018