Policy Title: Publicly Accessible Content

Policy Type: Administrative

Policy Number: ADMINISTRATIVE POLICY # 32 – 8 – 122 (2014) Publicly Accessible Content

Approval Date: 05/28/2014 Revised

Responsible Office: Office of Information Technology

Responsible Executive: CIO

Applies to: Office of Information Technology

POLICY STATEMENT

Information posted by NSU on all University controlled public websites or any other public medium is considered publicly accessible content and is subject to the following requirements.

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CONTACT(S)

Office of Information Technology – (757)823-2869

STAKEHOLDER(S)

University Faculty & Staff
Office of Information Technology

PURPOSE

This control is intended to establish the policy and procedures for posting information on a University information system that is accessible to the general public, typically without identification or authentication.

REQUIREMENTS

NSU:

1. Designates individuals authorized to post information onto the University information system that is publicly accessible;

2. Trains authorized individuals to ensure that publicly accessible information does not contain nonpublic information;

3. Reviews the proposed content of publicly accessible information for nonpublic information prior to posting onto the University information system;

4. Reviews the content on the publicly accessible University information system for nonpublic information at least every 60-days and

5. Removes nonpublic information from the publicly accessible University information system, if discovered.

Supplemental Guidance: Nonpublic information is any information for which the general public is not authorized access in accordance with laws, directives, policies, regulations, standards, or guidance. Information protected under the Privacy Act and vendor proprietary information are examples of nonpublic information. This control addresses posting information on a University information system that is accessible to the general public, typically without identification or authentication. The posting of information on non-University information systems is covered by appropriate NSU policy.

VIOLATIONS

Violations of this policy will be addressed in accordance relevant University and Commonwealth of Virginia policies, including University Policy 32-01 and Department of Human Resources Management Policy 1.75. The appropriate level of disciplinary action will be determined on an individual case basis by the appropriate executive or designee, with sanctions up to or including termination or expulsion depending upon the severity of the offense.
INTERPRETATION

The Information Security Officer is responsible for official interpretation of this policy. Questions regarding the application of this policy should be directed to the Office of Information Technology. The Information Security Officer reserves the right to revise or eliminate this policy.

PUBLICATION

This policy shall be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

1. Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;
2. Submit the policy for inclusion in the online Policy Library within 14 days of approval;
3. Post the policy on the appropriate SharePoint Site and/or Website; and
4. Educate and train all stakeholders and appropriate audiences on the policy’s content, as necessary. Failure to meet the publication requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: 05/28/2015
- Approval by, date: Office of Information Technology and 05/28/2014
- Revision History:
  - Supersedes (previous policy): OIT 62.8.122 Publicly Accessible Content

RELATED DOCUMENTS

Virginia Commonwealth State policy SEC501-08 Information Security Standard