Policy Title: Protection of Audit Information

Policy Type: Administrative

Policy Number: ADMINISTRATIVE POLICY # 32 – 8 – 309 (2014) Protection of Audit Information

Approval Date: 05/28/2014 Revised

Responsible Office: Office of Information Technology

Responsible Executive: CIO

Applies to: Office of Information Technology

POLICY STATEMENT

Auditing tools and data gathered from audit records may contain sensitive and inherently important information. This information is required to have safeguards in place to protect it from unauthorized access, alteration, or removal.

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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 the protection of auditing tools and the information gathered from audits within the University’s information system.

REQUIREMENTS

The information system protects audit information and audit tools from unauthorized access, modification, and deletion.

Supplemental Guidance: Audit information includes all information (e.g., audit records, audit settings, and audit reports) needed to successfully audit information system activity.

Control Enhancements for Sensitive Systems:

1. The information system backs up audit records at least once every twenty-four hours to a different system or media than the system being audited.

2. NSU authorizes access to management of audit functionality to only a limited subset of privileged users.

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 62.8.309 Protection of Audit Information

RELATED DOCUMENTS

Virginia Commonwealth State policy SEC501-08 Information Security Standard