To: Information Security Program Team Members
     Joe Cope, Interim Provost

From: Denise A. Battles, President

Date: September 30, 2022

Subject: Information Security Program Team Charge

Geneseo is committed to collecting, handling, storing, and using sensitive information properly and securely. The Information Security Program Team provides the framework for comprehensive stewardship and oversight of sensitive information to meet the requirements of law as well as State policy on information security.

This memo confirms the Team's responsibilities and charge. The Information Security Program Team is charged with

- maintaining and updating a formal comprehensive information security program for Geneseo;
- monitoring, documenting, and assessing the security of information, both digital and physical, within any function in the College;
- establishing information security control policies;
- planning and implementing security-related projects;
- educating the campus community about the inherent risks of the confidentiality, integrity, or availability of systems and data, and how to help protect information; and
- conducting ongoing information security assessments, especially assessments of the program's effectiveness, and reporting these assessments in writing to senior management.

Interim Provost Joe Cope will provide executive oversight to the Team, and Chief Information Officer & Director of CIT Sue Chichester will continue her service as the lead for the Team.

Thank you for your interest and willingness to serve on the Information Security Program Team. I am appreciative of the Team's ongoing important work and continued focus on information security.

Cc: Cabinet