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|  SOUTHEAST MISSOURI STATE UNIVERSITY · 1873 | BUSINESS POLICY AND PROCEDURE MANUAL | Date Issued: 09/18 | Revision Date: | Page: 1 of 1 |
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| | | Section: INFORMATION TECHNOLOGY | | |
| | | Subject: WORKSTATION SECURITY | | |

GENERAL STATEMENT OF POLICY

Electronic Data are important University assets that must be protected by appropriate safeguards and managed with respect to data stewardship. This policy defines the requirements for the security measures used to reduce the risks to its user workstations to reasonable and appropriate levels.

1. The University shall implement security measures that reduce the risks to the user workstations to reasonable and appropriate levels.
2. The University shall enforce consistent workstation security measures and document where such measures are not feasible.
3. The physical security of the workstation itself is the responsibility of the University department utilizing the workstation. Reference: Business Policy 10-02: Information Technology, Physical Security.

The Assistant Vice President for Information Technology is responsible for maintaining operating procedures associated with this policy.