

Augusta University

Policy Library

Information Technology Configuration Standards Policy

Policy Owner: Information Technology Support and Services

POLICY STATEMENT

Augusta University requires that information technology (IT) devices be configured such that they can be managed and secured to maintain confidentiality, integrity and availability of clinical, instructional, research, and business resources.

Information technology that inputs, transmits, processes, or stores Augusta University data must be configured in accordance with the applicable configuration standard. Standards must be written and maintained by the unit responsible for the management of the technology in cooperation with the Information Security Office.

Prior to implementation, a technology must meet the applicable configuration standard.

Protect Augusta University data and information technology by ensuring a consistent, secure configuration across technology devices.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- | | | | | |
|--|--|---|--|--|
| <input type="checkbox"/> Alumni | <input checked="" type="checkbox"/> Faculty | <input checked="" type="checkbox"/> Graduate Students | <input checked="" type="checkbox"/> Health Professional Students | |
| <input checked="" type="checkbox"/> Staff | <input checked="" type="checkbox"/> Undergraduate Students | <input type="checkbox"/> Vendors/Contractors | <input type="checkbox"/> Visitors | |
| <input checked="" type="checkbox"/> Other: Business associates | | | | |

DEFINITIONS

Business Associate: A person or entity that creates, receives, maintains or transmits protected health information to perform certain functions or activities on behalf of a covered entity.

Three categories of service providers are specifically identified as business associates under the final rule:

- Health information organizations, e-prescribing gateways, and other people or entities that provide data transmission services to a covered entity with respect to protected health information and that require access on a routine basis to such protected health information
- People or entities that offer personal health records to one or more individuals on behalf of a covered entity

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 626

Policy Sponsor: Type the title of the Executive Leader of the department.

Originally Issued: Not Set

Last Revision: 10/31/2016

Last Review: 06/20/2017

- Subcontractors that create, receive, maintain or transmit protected health information on behalf of business associates

Information Technology Device: Any institutionally or personally owned device to include, desktops, laptops, servers, network/telecommunications equipment, mobile devices, and storage systems that store, process, or transmit Augusta University data.

Device Managers: Entity or unit responsible for maintaining or managing a class of information technology.

Configuration Standard: A document or collection of documents that describe how a device should be configured.

PROCESS & PROCEDURES

Device Managers are responsible for developing and maintaining configuration standards for the devices over which they have primary responsibility. In many cases, a configuration standard is based on regulatory compliance or University System of Georgia requirements. The standards must be reviewed and updated on an annual basis.

The Information Security Office is responsible for reviewing and approving the standards in cooperation with the Device Managers prior to implementation.

REFERENCES & SUPPORTING DOCUMENTS

Standards are available upon Request

ITS Change Management Policy

Password Policy

- <http://policy.gru.edu/11-1-3-password-protection-policy/>

Acceptable Use of Information Technology

- <http://policy.gru.edu/11-1-1-acceptable-use-of-information-technology/>

USG IT Handbook

- http://www.usg.edu/information_technology_handbook/section5

RELATED POLICIES

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APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 06/20/2017