

Policy #:	Title:	Effective Date:
GEN-014	Administrative System Security Review Policy	03/01/2009

Policy Description—

The University of Findlay's Network Systems Manager or designee will review the security logs generated by the Jenzabar CX system every other week to check for anomalies in access records. Exceptions noted in the log will be handled following the procedures outlined in the Acceptable Usage Policy. After the logs are reviewed, they will be archived to create a record of the review.

Definitions—

Rationale for Policy— This policy is needed to limit the time between an exception being noted in the logs and action taken on it. This reduces the risk of unauthorized system activities occurring for an extended period of time and provides an auditable trail of review.

Responsible Department/Person— Network Systems Manager

Reference/Related Information—

Who should be notified about this policy— Information Technology Officer, VP of Academic Affairs, VP of Business Affairs

Issue Date: 02/01/2009

Modification History—