Information Stewardship Policy

Purpose
This policy sets forth the core principles for information stewardship at Tufts University.

Scope
All members of the Tufts community.

Policy Statement
Tufts University and members of the University community are expected to responsibly manage and use information in support of research, teaching, service, and administration. All information that is created, collected, licensed, maintained, recorded, used, or managed by the University, its employees, and agents working on its behalf, regardless of ownership or origin, is institutional data. The electronic and physical systems owned or licensed by Tufts University used to store and access institutional data are institutional systems. Members of the Tufts community are expected to responsibly maintain and use institutional data regardless of the resource used to access or store the data—whether an institutional system, a privately owned resource, or a third-party resource. The privacy of the personal information of University community members and clients should be protected.

This policy and suite of accompanying policies, procedures, and resources will help ensure that Tufts’ institutional data and systems are protected from misuse, unauthorized access, damage, alteration, or disclosure, while preserving the ability of authorized individuals to access and use institutional data and systems for appropriate University purposes.

Members of the Tufts community working with or using institutional data and systems in any manner must comply with all federal, Massachusetts, and other applicable laws and regulations; all applicable university policies, procedures, and standards; and all applicable contracts and licenses.

Members of the Tufts community who violate this policy may be denied access to institutional data and systems, and may be subject to other penalties and disciplinary action, both within and outside of the University.

Review Entities
Information Stewardship Committee
Information Technology Advisory Council
Information Technology Leadership Forum
University Library Council
Institutional Compliance Executive Committee

Approval Date
September 15, 2011

Effective Date
September 20, 2011
Executive Sponsor
David Kahle, Vice President for Information Technology and Chief Information Officer

Policy Managers
Tufts Technology Services
Digital Collections and Archives
University Counsel

Responsible Offices
For general questions about the policy
- Tufts Technology Services
- Digital Collections and Archives
- University Counsel

Contact infopolicy@tufts.edu.

Revision
The University reserves the right to change this policy from time to time. Proposed changes will normally be developed by the policy managers with appropriate stakeholders. The review entities have sole authority to approve changes to this policy.

Distribution
http://it.tufts.edu/sites/default/files/information-stewardship_2011-09-16_0.pdf

Related Policies
Use of Institutional System Policy
Information Roles and Responsibilities Policy
Information Classification and Handling Policy