

## Information Stewardship Policy

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### 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](mailto: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](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