



Tufts Technology Services
169 Holland Street, Suite 211
Somerville, MA 02144

Information Stewardship Policy

Purpose

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

This policy is part of a suite of information policies that includes:

- The Information Classification and Handling Policy for *institutional data*;
- The Information Roles and Responsibilities Policy, which defines the roles and responsibilities for individuals with respect to *institutional data* and *institutional systems*;
- The Use of Information Systems Policy, which sets forth the manner in which Tufts' *institutional systems* are to be used, and
- Additional University policies, standards, guidelines, procedures, and student, faculty, and employee handbooks, including those that address specific technologies and data and compliance requirements.

Scope

This policy applies to all students, faculty, staff, guests, and other persons associated with the Tufts community, regardless of affiliation. This policy applies to all *institutional data* and *institutional systems*.

Definitions

Institutional Data. All information that is created, discovered, collected, licensed, maintained, recorded, used, or managed by the University, its employees, and agents working on its behalf, regardless of ownership or origin. Such information is *institutional data* regardless of the ownership of any device, machine or equipment used to create, discover, collect, store, access, display, or transmit the information.

Institutional Systems. The electronic and physical systems owned, leased, licensed, managed, or otherwise provided by Tufts University used to create, discover, collect, store, access, display, or transmit *institutional data*. *Institutional systems* include, without limitation, desktop computers; laptops, telephones and other mobile devices; servers, printers, scanners, and copiers; research equipment; telephone systems, email systems, networks, databases, and cloud storage services; other software applications and services; and other devices, machines, equipment, and hardware. *Institutional systems*, such as software applications, that have been loaded onto a device, machine or other equipment that is not owned, leased, licensed or otherwise provided by Tufts, continue to be subject to the provisions of this policy.

Policy Statement

The value of *institutional data* as a University resource is dependent on its appropriate and compliant use. Its value is diminished through misuse, damage, alteration, misinterpretation, inappropriate disclosure, or unnecessary restrictions to its access by users requiring the information. The University is committed to ensuring the value of its *institutional data* as an institutional resource for the furtherance of its mission.

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 inappropriate disclosure, while preserving the ability of authorized individuals to access and use *institutional data* and *systems* for appropriate University purposes.

Responsibilities Associated with Institutional Data and Institutional Systems

Tufts University and all persons associated with the University community are expected to responsibly manage and use the University's *institutional data* in support of its mission.

Users of *institutional data* may access and use the information only in ways consistent with furthering the University's values and mission and in accordance with the University's ethical standards.

Users of *institutional data* are required to protect and safeguard the confidentiality of *institutional data* by not disclosing data to others except as required by their job responsibilities in accordance with University policies and by not using *institutional data* for their own or others' personal or commercial interest, gain or self-enrichment. Reading confidential information not directly required for job performance, such as an employee, student, or patient record, even if with good intentions, and even if that information is not further disclosed, is strictly prohibited.

The University places a high value on privacy and recognizes its critical importance in an academic setting. The University affirms its obligation to comply with all applicable privacy laws and regulations. Tufts faculty, staff, students, guests, and all other persons who use or have access to *institutional data* are expected to comply with their legal, contractual, and University policy obligations to maintain the confidentiality of personal information, so as to protect it from improper disclosure and use.

Users of *institutional data* and *institutional systems* are required to comply with the responsibilities set forth in this policy and all related policies whether or not the device, machine, equipment, or system they use is owned by Tufts, owned personally, or owned by a third party.

All persons associated with the Tufts community working with or using *institutional data* and *systems* in any manner must comply with all federal, state, and other applicable laws and regulations; all applicable University policies, procedures, guidelines, standards, and student, faculty, and employee handbooks; and all applicable licenses and other contracts.

Policy Violation

Depending on the circumstances, and in management's sole discretion, persons who violate University policies 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. The University may refer suspected violations of applicable law to appropriate law enforcement agencies.

Review Entities

IT Steering Committee
Information Stewardship Subcommittee

Approval Date

September 15, 2011; revision June 6, 2018

Effective Date

September 20, 2011; revision June 6, 2018

Executive Sponsor

Tufts Technology Services, Office of the Chief Information Officer

Policy Managers

Tufts Technology Services
Digital Collections and Archives
University Counsel

Responsible Offices

Tufts Technology Services
Digital Collections and Archives
University Counsel

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

Related Policies

[Use of Information Systems Policy](#)
[Information Roles and Responsibilities Policy](#)
[Information Classification and Handling Policy](#)
[Business Conduct Policy](#)