



**Policy & Procedure No. 7.009
Nunez Community College**

Title: ERP Data Classification Policy

Effective Date: 11-9-2018

Last Revision Date: 2015

Cancellation:

Department/Office: Information Technology

PURPOSE

To comply with the State of Louisiana, Division of Administration (DOA), and Office of Information Technology (OIT) Bulletin 08-02 and defines classification guidelines to govern the level of protection accorded to LCTCS owned Enterprise Resource Planning (ERP) System data used by Nunez Community College (Banner).

SCOPE

This policy applies to all Nunez employees, contractors, vendors and agents under the direction of LCTCS who utilize or handle LCTCS ERP data.

POLICY

Nunez Information Technology Department (IT) classifies data according to guidelines dictated through DOA and OIT. The basis for classification of data revolves around the defined level of harm that could accrue. As Nunez Community College uses an LCTCS hosted ERP, the college is mandated to follow LCTCS guidelines.

Classification Levels for the LCTCS ERP

A. ERP Human Resource/Payroll

Information contained in the Control Tables for the ERP Human Resource/Payroll Application is classified as Internal based on the definition in Information Technology Bulletin 08-02. Control Tables are defined as tables containing data used to classify, manipulate, or differentiate transaction data for employees, employee groups, etc.

Information contained in the Transaction Tables for the ERP Human Resource/Payroll Application of Banner is classified as Confidential/Sensitive as delineated by Information Technology Bulletin 08-02. Transaction data includes specific information on employees, employee groups, etc .

B. ERP Student Application



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Information contained in the Control Tables for the ERP Student Application is classified as Internal based on the definition in Information Technology Bulletin 08-02. Control Tables are defined as tables containing data used to classify, manipulate, or differentiate transaction data for students, employees, etc. Information contained in the Transaction Tables for the ERP Student Application is classified as Confidential/Sensitive as delineated by Information Technology Bulletin 08-02. Transaction data includes specific information on students, teachers, employees, etc

C. ERP Financial Application

Information contained in the Control Tables for the ERP Financial Application is classified as Public based on the definition in Information Technology Bulletin 08-02. Control. Tables are defined as tables containing data used to classify, manipulate, or differentiate transaction data for Institutions (ex. Various institutional departments or other groupings as delineated in the application).

Information contained in the Transaction Tables for the ERP Financial Application is classified as Public as delineated by Information Technology Bulletin 08-02. Transaction data includes information on financial and non-financial activities of Business Units or other sub groupings.

Definitions:

Enterprise Resource Planning (ERP) System: ERP represents a broad set of activities supported by multi-module application software. It helps organizations manage the important parts of its business, including planning, purchasing, maintaining inventories, interacting with suppliers, student registration, tracking, orders, general financial, human resources, and payroll operations. Typically, an ERP system uses or is integrated with a relational database system. The deployment of an ERP system can involve considerable business process analysis, employee retraining, and new work procedures.

Public: This is information specifically prepared and formatted for consumption by the public.

Internal: This is information intended for use within the Agency. An accidental release of this information will not cause harm to a person, or Nunez Community College.

Confidential/Sensitive: This information if released could potentially cause harm to a person, or Nunez Community College. The information is CONFIDENTIAL/SENSITIVE if protected by one or more of the following: College policy, State policy, Local law, State law or Federal law.



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X	Reviewing Council/Entity	Review Date	Effective Date
X	Office of Information Technology	10-2018	11-9-2018
X	College Compliance Committee	11-2018	11-9-2018
X	Chancellor's Council	11-9-2018	11-9-2018

Policy Referenced:

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Chancellor's Signature/Approval

SIGNATURE: 

DATE: 11-15-2018

Tina M. Tinney, Ed.D.
Chancellor