



POLICY AND PROCEDURE

Title:	Security and Backup – Student Records
Policy No.:	6.6
Department:	Student Services
Contact:	Student Systems Analyst, Admissions and Registrar Director, Director of Computer Services, and NSHE System Computing Services

Policy

GBC maintains policies, standards, and/or procedures that describe and require appropriate steps to protect sensitive data that is maintained on an institution's computing devices or transmitted across a network. All student records are maintained under security and protection possible considering the limitations of the infrastructure. Each student's permanent academic record is stored electronically in the Enterprise Resource Planning system (ERP).

Procedures

1.0 Process for Security and Backup – Student Records

Detailed procedures on security and backup for student records in the ERP may be obtained by contacting NSHE System Computing Services (SCS) which houses and manages the ERP.