

## Policy on Systems and Applications Administration

### Purpose:

Columbia Business School Information Technology Group (ITG) outlines responsibilities, guidelines and standards of conduct for all individuals who function as systems or application administrators. Systems or Application administrators (“Admins”) are individuals who perform any system or application administration duties and/or support of systems and applications that are accessed by other people, systems or services. Admins represent the shared interest of Columbia Business School (CBS) and the entire Columbia University community in informing and protecting all appropriate matters pertinent to their administrative responsibilities.

### Responsibilities:

As part of normal business process and practices, Admins are:

- Held to the highest standard of behavior and ethics given their capabilities and responsibilities to maintain system integrity, and must be trusted with the security and privacy of data within CBS systems, applications, and the CBS network.
- Provided access to information that may be classified as either sensitive or confidential according to Columbia University’s Data Classification Policy: <http://policylibrary.columbia.edu/data-classification-policy> and as such, are required to protect the privacy, confidentiality and integrity of this information at all times.
- Expected to take every safeguard to safeguard services and data stored on the CBS network.
- Required to notify appropriate CBS departments and their supervisors of any observed violations of Columbia University computing policies.

### Best Practices:

The following best practices will be followed as part of normal business process:

- Permission must be obtained from, at a minimum, system or application owners, in addition to any authorized Department heads(e.g. CBS Vice Dean of Administration, CBS Chief Information Officer), before access to sensitive data is granted to any CBS employee or non-CBS third-party affiliate outside of the department/system owner of that data.

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### Job-Related Duties:

Admins will use reasonable efforts to:

- Take precautions against theft of or damage to systems and applications components.
- Become familiar with all applicable CBS and Columbia University IT policies.

### Current CBS Systems:

As of this policy revision, SLATE is the only CBS system to which sensitive or confidential access is both requested and granted:

- There is a manual request approval form for SLATE access
  - A specific selection must be made for the type of access needed.
  - A business justification must be provided.
  - Supervisor's name, date and signature must be provided on the form.
  - Access must be approved by an authorized representative of the data owner (CBS Admissions)
  - Any request for sensitive or confidential access must additionally receive approval from either the Vice Dean of Administration or the Chief Information Officer.