

WELCOME



HR Forum Committee

Function:

To facilitate two-way communication with campus departments on a variety of HR issues.



Introducing...

Ken Pierce
Vice President,
Information
Technology

Confidential Information Concerns

Claudia Ortiz

**Information Security Specialist
Office of the VP for Information
Technology**

Lucas Meo-Henry

**Sr. Information Security Analyst
Office of the VP for Information
Technology**

Agenda

- ❖ How information is classified
- ❖ Risks and consequences
- ❖ Safeguards and best practices

What is Confidential data?

- Many Texas State University employees work daily with confidential information. It is our responsibility to protect it from unauthorized access or disclosure per University policy and State/Federal law
- State of Texas definition:
“Information that must be protected from unauthorized disclosure or public release based on state or federal law (e.g. the Texas Public Information Act, and other constitutional, statutory, judicial, and legal agreement requirements).”



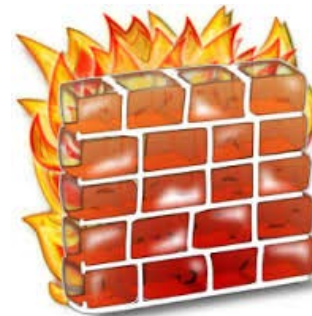
What are the risks?

- Loss or leakage of confidential data can lead to:
 - Compliance violations, PCI, HIPAA, FERPA
 - Identity theft
 - Degradation of University and System reputation
 - Financial
- Average cost of data breach in US= \$154/record (ex: 1000 records exposed cost over \$154,000)
- Average cost of data breach in US FERPA= \$300/record (ex: 1000 records exposed cost over \$300,000)



How Texas State protects our information

- Network security devices (firewall, intrusion prevention, SPAM filtering)
- Secure wireless access (TexasStateWPA)
- Secure file shares (network drive, SharePoint)
- Anti-virus software for laptops/desktops
- Automatic system updates for laptops/desktops
- Incident response team
- Monitoring
- Encrypting laptops and email
- <https://files.txstate.edu> → Dropbox alternative
- Application Auditing
- Risk and vulnerability assessments





Is this enough?

No! The human must also be secure

Employees working with this data must also be cognizant of safe practices while working with this data

Confidential data:



- SHOULD NOT be stored on portable or personally owned devices and media unless encrypted
- SHOULD NOT be stored on any device external to the campus network (e.g., cloud services, home computers)
- MUST NOT be transmitted unencrypted over a public network (e.g., email to non-Texas State)
- MUST NOT be accessed from remote locations, except in an authorized manner (e.g., use VPN)
- SHOULD NOT store payment card data!

Storing and Sharing Confidential data

Use...

- Secure file shares, databases, and websites (e.g., SAP, Banner, SharePoint, TRACS, TK20, network share)



- Encrypted laptops
 - Implementation began in January 2013
 - Windows McAfee encryption
 - Apple, FileVault 2 encryption
- Encrypted media (USB, DVD, external drive)
 - Iron key USB flash drive
 - Integral Crypto USB flash drive
 - Apricorn Aegis Padlock USB hard drive

Data Cleanup – Identity Finder

- Use Identity Finder!
- Installed on all university systems by default.
- Scans files in your system for presence of confidential or sensitive data.
- Provides you the option to securely shred files containing data that are no longer needed.



Why use Identity Finder?



- Remembering to perform data cleanup during the work day has the possibility to be overlooked.
- Awareness of confidential or sensitive data residing on your workstation may be difficult.
- Any personal data on workstations is a compromise risk.

Support issues for Identity Finder should be directed first to ITAC

Considerations

- Do I need to send this confidential data?
- Can the confidential data be redacted or limited by using a different identifier before I send it?
- What is the business need to send this confidential data?
- Can we improve our internal business processes to send confidential data in a more secure manner or remove the need for the confidential data to be sent at all?
- “Over the wire” vs. “Sneaker-net”
- Do I need to store this confidential data?



Considerations

- Can the confidential data be redacted or limited by using a different identifier such as A-number?
- What is the business need to store this confidential data?
- Can I store this confidential data on a secure departmental file share rather than my local computer?
- Can we improve our internal business processes to not need this confidential data or store it in a safer way?
- Please refer to:
http://security.vpit.txstate.edu/policies/uni_std_guides/data_classification.html
- Data Classification Guide
- University Policies
http://security.vpit.txstate.edu/policies/uni_std_guides.html



Procurement of new service

- Do I need to engage IT Security?
- When do I engage IT Security?
 - Is it hosted off-site (cloud)?
 - Is there a similar service/application available used on campus?
 - Does this service need to be available off campus?
 - Is it part of or related to a grant?
 - Do users login with a non-Txstate NetID account?
 - Are requirements regarding data retentions defined?

Procurement of new service

- Does the service or application store or transmit any of the following data types?
 - Credit card or other payment data
 - Student records or information
 - Health records or information
 - Social Security Numbers
 - Personally Identifiable Information (e.g., DOB, Address)
 - Other regulatory data drivers/entities?

Additional Information

<http://security.vpit.txstate.edu>

Contact Us

I.T. Security

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ITAC

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Performance Management Rollout Plan Update

**Jeff Lund
Manager, Compensation
and Employee Relations**

Performance Management Roll Out Update

- July 2013 began with Sibson Consulting
- Assist in reaching National Research University status
- Aligns with University goals, strategies and objectives
- Based on behaviors, competencies, goals, duties, and professional development

Performance Management Roll Out Update

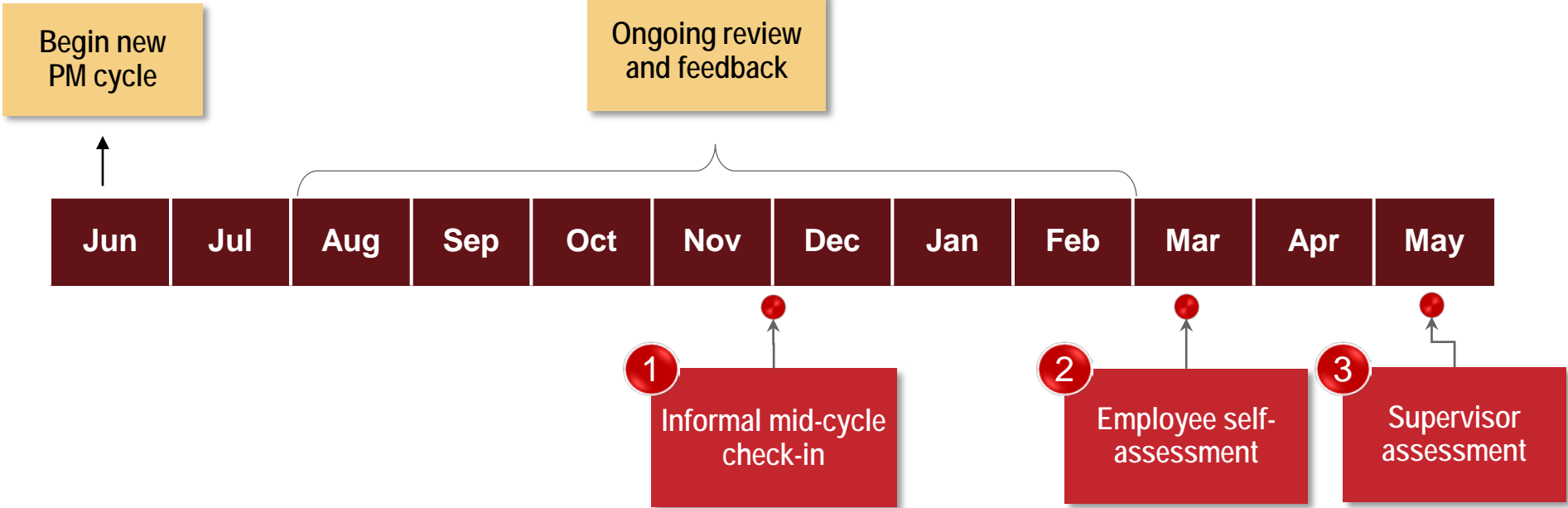
- New system enhances communication through:
 - Informal mid-year check in
 - On going feedback
 - Employee self-assessment

Performance Management Roll Out Update

- Use current process January 2015 through May 31, 2016
- Begin appraisals April 1, 2016 on current paper system with current methods (GOJA, etc)
- Complete by May 31, 2016
- Training on new system this spring
- More info coming soon

PROPOSED PERFORMANCE APPRAISAL TIMELINE

JUNE 1, 2016 – MAY 31, 2017

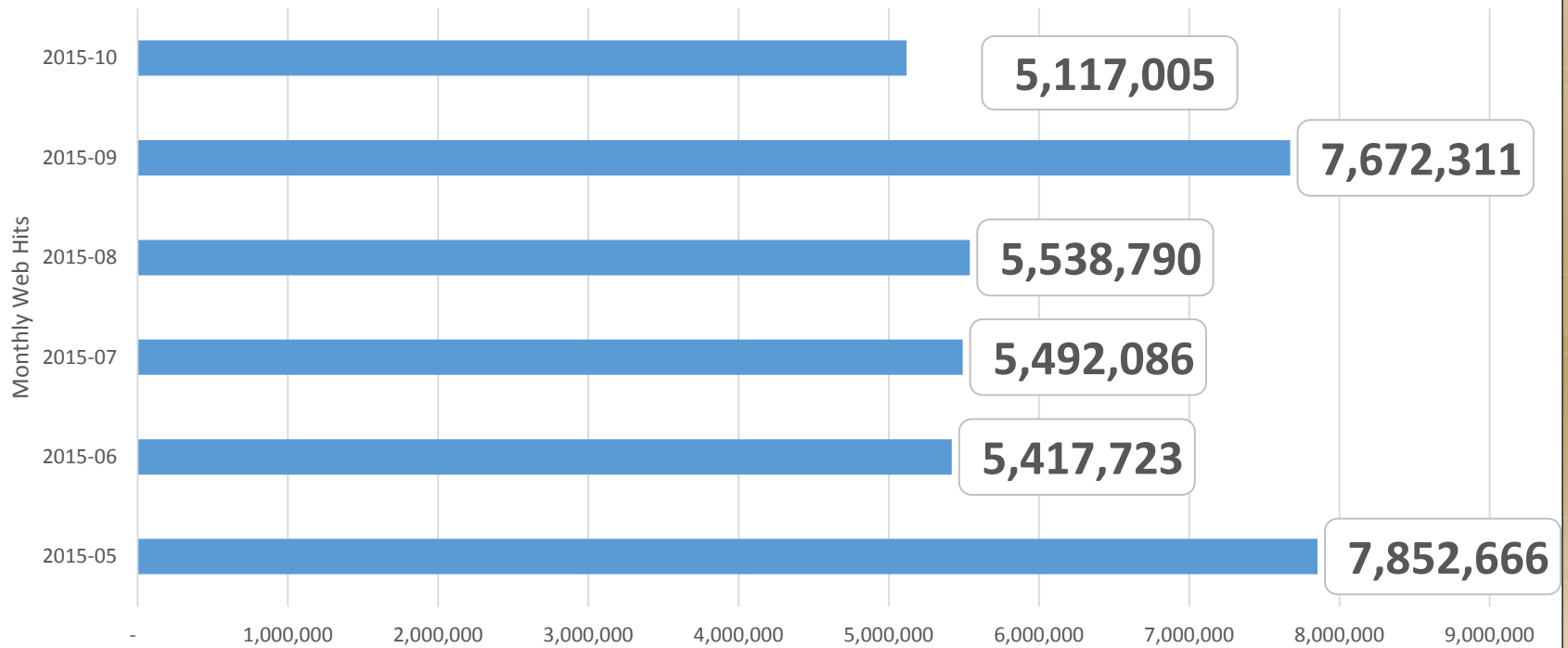


EASY PeopleAdmin 7

**LynnAnn Brewer
Manager, Employment**

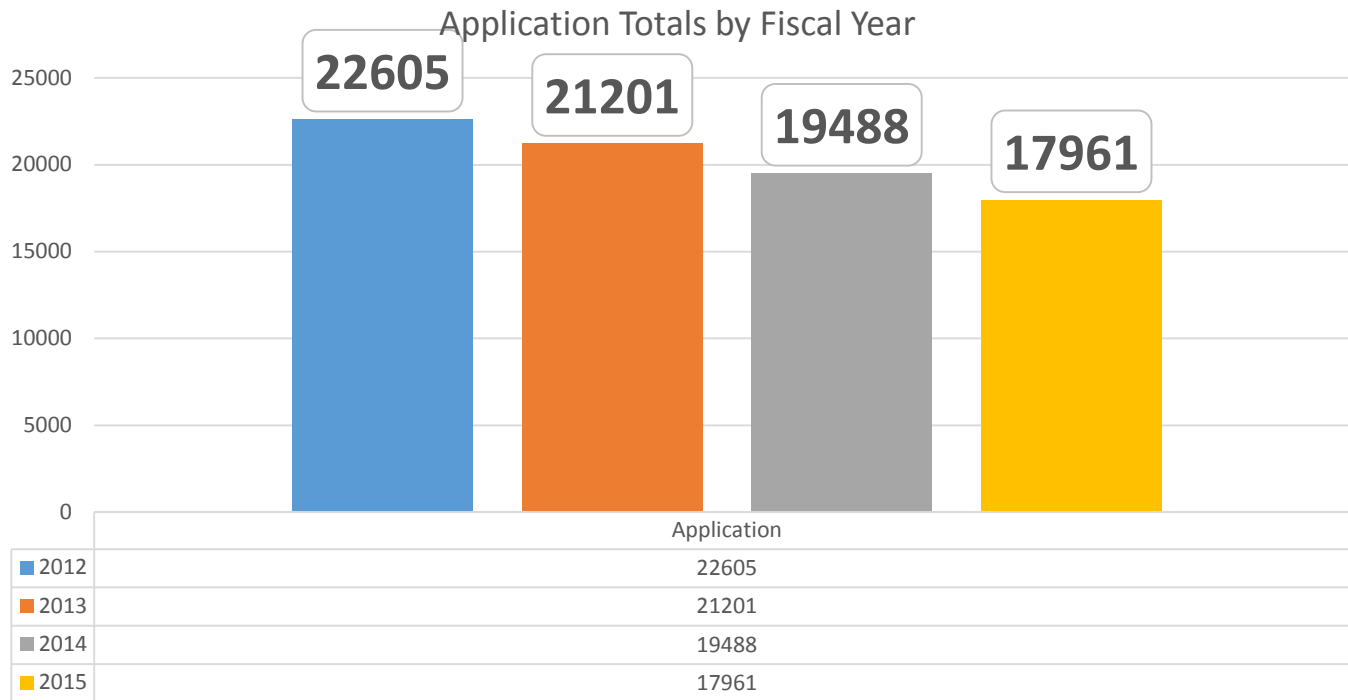
System Statistics

Applicant Home Page Web Hits



	2015-05	2015-06	2015-07	2015-08	2015-09	2015-10
Series1	7,852,666	5,417,723	5,492,086	5,538,790	7,672,311	5,117,005

System Statistics



New Features

Mobile
enabled

Brand
consistent

Better
applicant
experience

Web apps

What is different?



Two
modules



Search
feature



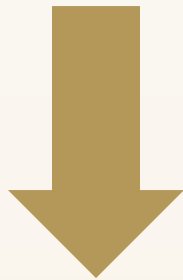
Enhanced
reporting
capabilities



SAP and University
Pay Plan Data
Loads

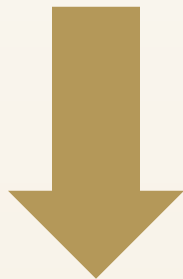


The road to EASY PeopleAdmin 5.8 Shutdown



December 18, 2015

- Last day to post in 5.8
- Hiring manager may work in 5.8 on posted and closed positions



January 4, 2016

- 7.0 Go-live
- Two systems

February 29, 2016

- 5.8 Shutdown

Resources

- **Website**
- **On demand web ex training**
- **User guide**
- **Hands on lab training**
 - ✓ **December 7 to December 18, 2015**
 - ✓ **Register in SAP Training and Development**
 - **Organizational Excellence**
 - **PeopleAdmin 7 Training**

Questions?



Contacts

Applicant Tracking

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Position Management

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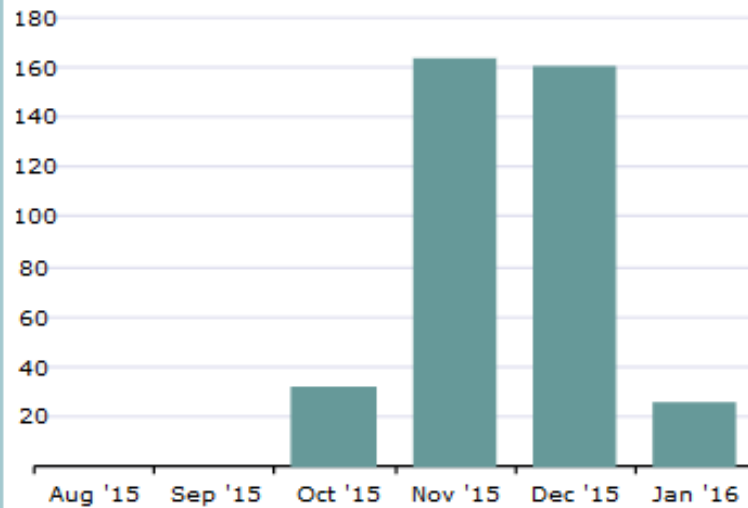
HireRight Electronic I-9 and E-Verify

**LynnAnn Brewer
Manager, Employment**

Statistics

Actions Taken	Count
Electronic I-9 Form Sent/Pending	169
Electronic I-9 Form + E-Verify Completed	379
Total	548

Total Requests Processed



Last Update: 1/5/16 9:57 AM

[Update](#)

Request Summary

Requests from [Update](#)

Completed 379

Meets Company Standards 0

Does Not Meet Company Stds 0

Post go-live questions/feedback



Announcements



We welcome your feedback

Contact us:

hrforum@txstate.edu

512.245.2557



Please leave your completed evaluation on your table!



Thank you for being a contributing member of the Forum!