

Procedure Title: Promulgation and Approval of Technology Plans, Standards, and Procedures	<u>Number</u> 136
Related Policy: Information Security and Technology Resources – 6Hx20.8.001	<u>Page</u> Page 1 of 2

I. Purpose

This procedure defines and categorizes various technology-related procedural documents within Pensacola State College and establishes an overview of the internal control structure related to technology that is in place at the College. The overview is provided so that the overall Technology Plan can be identified and made available for review.

II. Technology Plans in Place at Pensacola State College

Technology procedures are vital for creating a supportive, efficient, and secure college learning environment. By investing in user-friendly technologies and implementing clear guidelines, Pensacola State College strives to enhance teaching and student experiences while providing the necessary support for faculty and staff. At Pensacola State College technology procedures have been promulgated in the following technology plans to assist faculty, staff, and students.

1. Disaster Recovery Plan- focuses on data restoration and system functionality after a catastrophic event. Available by request from the office of the Executive Director, Technology Operations.
2. Incident Response Plan - details steps for addressing technology security breaches. Available by request from the office of the Executive Director, Technology Operations.
3. Acceptable Use of IT Services- defines permissible uses of organizational technology resources. This plan is available at <https://www.pensacolastate.edu/about-psc/psc-college-notices-disclosures/#IT-Acceptable-Use-Policy>
4. Information Security and GLBA Plan - establishes protocols to protect digital data from unauthorized access or alterations and outlines measures to comply with the Gramm-Leach-Bliley Act requirements for protecting consumer information. This plan is available at <https://pensacolastatecollege.freshservice.com/support/solutions/articles/19000124863>
5. Technology Plan - outlines strategic goals and the deployment of technological resources. Available by request from the office of the Executive Director, Technology Operations.
6. Continuity of Operations Plan - ensures that essential functions continue during and after a disaster. Available by request from the office of the Executive Director, Technology Operations.

It is acknowledged that there can be overlaps between the Disaster Recovery Plan and the Continuity of Operations Plan, as both aim to minimize disruption and maintain critical operations during adverse conditions.

III. Procedural Processes

1. The Executive Director, Technology Operations is responsible for authoring the Technology plans identified in this procedure except for the Continuity of Operations Plan. The Continuity of Operations Plan is the responsibility of the Director of Public Safety.
2. Documents listed under the authorship of the Executive Director, Technology Operations, are to be initially reviewed by the Information Security Advisory Team (ISAT). Feedback from ISAT must be incorporated into the final drafts of the documents. The Executive Director, Technology Operations should submit the final draft to the President for approval.
3. Documents listed under the authorship of the Director, Public Safety are reviewed by the Vice President, Administrative Services, and General Counsel. Feedback from the Vice President, Administrative Services, and General Counsel must be incorporated into the document's final draft. The final draft is then submitted by the Director, Public Safety to the President for final approval.
4. All approved plan documents must be recorded with the approver's details and the approval date.
5. This procedure and related documents must be reviewed periodically or as needed to reflect changes in organizational structure, roles, or external regulatory requirements. Any amendments must undergo the same approval process as outlined in this procedure.

Responsible Official	Executive Director, Technology Operations
President's Signature: 	Date: 01/14/2025