

## COMPUTER SECURITY POLICY

It is the policy of HSU Sponsored Programs Foundation to assure the accuracy of the accounting data within HSU Sponsored Programs Foundation's own computer system. To assure the accuracy of data, this Computer Security Policy exists.

It is policy that:

1. Accounting data are only to be entered by Sponsored Programs Foundation accounting staff.
2. Non-employees, such as repair personnel, can only work on the computer equipment when in the company of personnel described in #1 above.
3. In order to protect data, back-up shall be done on a daily basis and stored in the HSU Foundation safe.
4. In order to protect data, periodically, but no less frequently than monthly, a second back- up tape shall be made, logged and locally stored off-site.
5. When the office is unattended during regular business hours, the office shall be locked.
6. Access to use of the computer system shall be password protected, with a minimum of individuals being familiar with that password. The password protection shall be periodically changed.

At all times the computer system of HSU Sponsored Programs Foundation shall be utilized in such manners as to protect the accuracy of data relative to reporting regarding grants, contracts, trust accounts, workshops, and such other operations as are integral to HSU Sponsored Programs Foundation.

12/01 HSU SPF.