

COMMUNICATION DISORDERS CLINIC ACQUISITION ASSESSMENT POLICY

Purpose

To establish Communications Disorders Clinic responsibilities regarding transfer of equipment, and define the minimum security requirements of a Communications Disorders Clinic acquisition assessment.

Scope

This policy applies to all assets acquired by Communication Disorders Clinic and pertains to all systems, networks, laboratories, test equipment, hardware, software and firmware, owned and/or operated by the Clinic.

Policy

I. General

Acquisition assessments are conducted to ensure that when sensitive EPHI equipment is properly disposed of so that it does not pose a security risk to corporate networks, internal systems, and/or confidential information.

II. Requirements

A. Hosts

1. All hosts (servers, desktops, laptops) will be replaced or re-imaged with a ASU standard image.
2. Business critical production servers that cannot be replaced or re-imaged must be audited and a waiver granted by InfoSec.
3. All PC based hosts will require an ASU approved virus protection before the network connection.

B. Networks

1. All network devices will be replaced or re-imaged with a ASU standard image.

Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Definitions

Terms

Business Critical Production Server

Policy Revision Date

11-9-04

Definitions

A server that is critical to the continued business operations of the acquired Company.