



Information Security (iSec) Committee Bylaws

I. Name and Purpose

- A. The name of this committee is the Information Security Committee (“iSec”).
- B. The purpose of this committee is to oversee compliance with the State University of New York’s Information Security Policy and to further the institutional responsibility to ensure the confidentiality, integrity, and availability of our sensitive information.
- C. The Information Security Committee communicates with the President’s Cabinet.
- D. The iSEC Committee will make recommendations to Cabinet as to achieve or maintain compliance with the following SUNY, State, or Federal laws or policies:
 - SUNY Procedures 6608 "Information Security Guidelines
 - State University of New York at Fredonia's " Information Management and Cyber Security Policy
 - New York State Information Technology Policy NYS-P03-002: Information Security
 - Payment Card Industry Data Security Standard (PCI DSS)
 - Family Educational Rights and Privacy Act of 1974 (FERPA)
 - State University of New York at Fredonia's Computer Administrative Privileges Policy
 - State University of New York at Fredonia's Identity Theft Prevention Program
 - State University of New York at Fredonia's Acceptable Usage Policy
 - PUBLIC OFFICERS LAW, ARTICLE 6 (FOIL)
 - SUNY Procedures 6610 "Legal Proceeding Preparation (E-Discovery) Procedure
 - Gramm-Leach-Bliley Act (GLBA)
 - Red Flags Rule
 - SUNY's Records Retention and Disposition Policy (Policy 6609)
 - New York State Information Security Breach and Notification Act
 - Health Insurance Portability and Accountability Act of 1996 (HIPAA)
 - Cyber Liability Insurance (University)

II. Membership

- A. Members are appointed by the University’s President and recommended by the President’s Cabinet
- B. Members will be appointed for three fiscal years and can be renewed upon completion of their three-year obligation.
- C. The Chairpersons of this committee shall be the Information Security Officer and Director of Internal Control. At minimum, one member from each division and other major stakeholders from the campus community will be represented on the committee.

Representatives from:

- ITS
- Registrar
- Academic Affairs
- University Advancement and Foundation
- Student Affairs
- Finance and Administration
- Engagement and Economic Development
- Human Resources
- Faculty Student Association (FSA)
- Student
- University Police

III. Meetings

- A. The committee will meet once a month during the academic year (except January).
- B. Meetings are closed but guests are welcome at the discretion of the group.
- C. Special meetings may be called as needed.
- D. A simple majority will make decisions.
- E. Sub-groups may be formed for special topics as needed.
- F. If events occur that demand immediate action, members may solicit feedback or input by communicating via email. A committee member may request that a topic discussion takes place in a meeting instead of email.

IV. Amendments to the Bylaws

- A. These bylaws may be amended by a majority vote of a quorum at any regular meeting of the Information Security Committee, subject to approval by Cabinet.
- B. Amendments may be proposed by any member at any regular meeting of the Information Security Committee. Proposed amendments shall then be published on the Information Security website
- C. A complete revision of these bylaws shall be subject to the same procedure as that for any amendment.

V. Charge

- A. To obtain and maintain compliance with the State University of New York's Information Security Policy.
- B. To conduct outreach and training for new information security policies, procedures and awareness programs.
- C. To develop and recommend information and physical security systems policies and procedures.
- D. To provide feedback on behalf the campus community on information security projects and or initiatives.