Policies and Regulations

POLICY TITLE:
Information Technology Access Control

APPLIES TO:
All users of KSU information technology resources

ADMINISTRATIVE AUTHORITY:
Chief Information Officer (CIO)
Department of Information Technology

APPROVED BY:
Kentucky State University Board of Regents

EFFECTIVE DATE:
August 8, 2025

NEXT REVIEW DATE:
August 8, 2028

POLICY STATEMENT:

This policy establishes the framework to preserve and protect the confidentiality, integrity, and availability of Kentucky State University (KSU) information resources and systems. Access to KSU's technology resources is managed based on the principles of business requirement, job function, and "need-to-know" to minimize exposure from unauthorized use.

DEFINITIONS:

Access Control
The selective restriction of access to a data or technology resource.

Authentication
The process of verifying the identity of a user to ensure they are who they claim to be before granting access to a system.

Principle of Least Privilege / Need-to-Know

The security concept that a user should only be granted the minimum levels of access—or permissions—that are essential to perform their job functions.

PROCESS:

Principle of Access

Access to mission-critical systems and systems that contain confidential or restricted information will only be provided to users based on documented business requirements, job functions, or a demonstrated need-to-know.

Authorization and Authentication

Access to these systems must be approved by the appropriate supervisor and/or data owner. All such systems must utilize an authentication protocol to verify user identities before granting access.

Enforcement

Any individual who violates this policy may be subject to disciplinary action, including but not limited to, termination, loss of data access privileges, administrative sanctions, and personal civil and criminal liability. Any employee or student who interferes with or refuses to cooperate in the investigation of a violation of this policy may be subject to the same disciplinary actions.

REFERENCES AND RELATED MATERIALS:

- KSU Data Access and Management Regulation
- KSU Data Classification Policy
- KSU Appropriate Use of Technology Policy

CONTACTS:

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HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	Circa May 2014	Unknown
Revised (New Template and Minor Revisions)	June 2025	Zach Atwell