Good Morning IT Community:

As you know, the data security task force - comprised of Professor Raheem Beyah, Didier Contis, Jimmy Lummis, and multiple representatives from IT and business units across the Institute - has been working to establish more effective controls for managing Institute data. The task force has organized this work into the three-pronged strategy: *Know, Protect, and Govern*.

We would like to provide you with an update on past activities and inform you of some important changes that are occurring over the next few months.

## **Completed Actions**

Over the past two months, the following actions have been completed:

*Know Georgia Tech data:*
· The team has completed an audit of the Institute's main student data reporting systems and reviewed databases that contain student information. Ongoing review activities focus on validating data use and access across units as well as engagement in all current projects that involve handling student data.

*Protect Georgia Tech data:*
· Significant progress has been made to safeguard student data across the Institute, including a major cleanup of reports and reporting systems that were at the root of the recent data disclosures. There is also progress in the effort to implement technical controls that identify reports containing sensitive student data — and data loss prevention (DLP) rules to safeguard reports. The team has removed more than 60 email systems to ensure that all email is protected by DLP safeguards. At the individual level, the team has restricted access to specific Institute reports.
· The task force is partnering with units to ensure that all new services are implemented with data security best practices in mind.

*Govern Georgia Tech data:*
· The Institute partnered with an outside consulting firm, private industry partners, and experts within the Georgia Tech Advisory Board to accelerate the development of its [Enterprise Data Governance](#) program and data security program, with a focus on student data.

## **Upcoming Actions**

In an effort to address organizational and cultural data security, the Institute is preparing to implement the following series of actions in the coming weeks:

Mandatory Training from March 16 to April 13 for All Employees

·   On an annual basis, all employees will be receiving data governance, data security, and Family Educational Rights and Privacy Act (FERPA) compliance training.
·   ***The first round of annual training for all employees will take place from March 16 to April 13.***

Policy Changes Become Effective April 13
·   Following mandatory training, new safe data handling practices will go into effect. Sharing protected data via email will be restricted, and all employees will be required to use Institute-supported file storage solutions such as OneDrive or Dropbox for sharing student information and other protected data. The new standards also establish safeguards that restrict removing data tags or manipulating files that contain data tags. These policy revisions standardize business practices across the Institute and lower the risk of accidental data exposure.

Endpoint Management Compliance for Mobile Devices by May 15
·   To ensure the security of student data, full adoption of endpoint management and protection solutions will be required for all Institute-owned devices by the end of the year. ***Mobile devices will be first and must be in compliance by May 15.***

## **What to Expect Over the Next Three Weeks**

- In the 1-2 business days, an Institute-wide communication will be distributed via the Daily Digest with the information provided above. In this same time frame, campus leaders will also receive a message from the president supporting this effort and encouraging compliance.

- OIT will follow up with more routine communications (twice next week leading up to the training and then once a week during training window) with resources to assist employees with completing the training successfully and ensuring endpoint compliance.

- The task force will attend ITAC and the Business Partners Network this month to discuss the changes in an open forum and will also present about these changes during next month's OneIT Symposium.

As the team works to populate the Governance tile within ServiceNow with FAQs and resources, a temporary webpage has been developed with helpful resources on the policy changes, approved file storage solutions, LinkedIn Learning trainings, and FAQ links. **b.gatech.edu/datasecurity**

Many IT directors have already been engaged regarding these changes and are sharing some of the attached information with their respective units. We ask that you work with your units to prepare them for these changes. We will be providing additional details very often over the next few days and weeks. Thank you for your partnership.

Best regards,

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