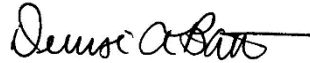


To: Information Security Program Team Members
Stacey Robertson, Provost

From: Denise A. Battles, President

A handwritten signature in black ink, appearing to read "Denise A. Battles".

Date: September 22, 2020

Subject: Information Security Program Team Charge

I appreciate your willingness to serve on the College's Information Security Program Team. Geneseo is committed to collecting, handling, storing and using sensitive information properly and securely. Maintaining a focus on information security is important, and the Information Security Program Team provides a framework for comprehensive stewardship and oversight of sensitive information to meet the requirements of law as well as state policy on information security. I am writing to confirm the Team's responsibilities and charge.

Provost Stacey Robertson will provide executive oversight, with Sue Chichester, Chief Information Officer & Director of CIT, continuing her service as the lead for the Information Security Program Team.

The Team is charged with maintaining and updating a formal comprehensive Information Security Program for Geneseo. It also has the duty and authority to monitor, document, and assess the security of information, both digital and physical, within any function in the College. The Team additionally is responsible for establishing information security control policies, planning and implementing security-related projects, and educating the campus community about the inherent risks of the confidentiality, integrity, or availability of systems and data, and how to help protect information. The Team shall conduct ongoing information security assessments, especially assessments of the program's effectiveness, and report these assessments in writing to senior management.

Thank you once again for your interest and willingness to serve on this important entity.

Attachment: 2020-21 Team Roster

Cc: Cabinet