Loss/Theft of Computer/PDA Policy

Effective Date: 11/30/2009
Last Revised: 07/20/2015
Last Reviewed: 04/05/2017

Audience

ALL Staff

Policy

Upon notification of a loss or theft of a Moody Bible Institute owned computer hardware equipment or any portable device in which an employee using in conjunction with their duties such as but not limited to laptop, smartphone, PDA, tablet, etc should be reported to the Information Security Administrator as soon as possible. The ISA will initiate an ITS investigation. The Support Center will be informed and a service call ticket will be generated. The ISA will contact the victim, ITS Staff and any possible third party(s) involvement. The primary goal would be to ascertain if any personal or critical data is missing or if information could be duplicated, causing a breach. Public Safety will be notified of these types of incidents.

Definitions

ITS Staff include: VP of ITS, Enterprise Applications Manager, Division Manager of Enterprise Infrastructure, Client Technology Services Director

Documents

If a data security breach occurs: Information Security Plan will be activated.

Contacts

If you have questions or concerns about the execution of this policy, you may contact the Information Technology Services Support Center at 312.329.4067 or ITS@moody.edu for assistance.

If you have questions about the policy, you may email ITSpolicy@moody.edu for assistance.

Related
- n/a