I. PURPOSE

This policy establishes Michigan Law strategies and responsibilities for ensuring compliance with requirements for securing mobile devices (cell phones, laptops, remote workstations, flash drives, external hard drives, DVDs, or other storage media) which may access or retain sensitive university data. It includes personally owned devices as well as devices supplied by the Law School.

II. POLICY

The Law School policy is guided by the University’s Standard Practice Guide 601.33, located at http://spg.umich.edu/policy/601.33.

The Law School permits users to carry sensitive data on personally owned devices. Staff should obtain permission from their supervisors to access or work with sensitive data off-site.

If a Law School employee carries sensitive data on a personally owned device, they must meet the shared obligation and responsibility to secure the data by properly securing and managing their devices.

III. IMPLEMENTATION

All Law School faculty, staff, students, and affiliates who accesses or use sensitive data on personally owned or University provided mobile devices must do the following:

- Properly secure and manage their devices
- Return or delete the data upon request by the University, or when no longer authorized for access
- Report any kind of compromise of their devices (loss, theft, unauthorized access, etc.) within 24 hours
- Allow the inspection of their devices by the University in the course of an incident investigation
• Respond to requests for information if the data is subject to them by law (for example, FOIA requests)

For assistance securing your personally owned or Law School supplied device, or for any further assistance securing sensitive institutional data, please contact Law IT at:

http://workrequest.law.umich.edu

IV. REFERENCES

UM Policy on Mobile Device Security (SPG 601.33)

http://spg.umich.edu/policy/601.33

Protecting your personal devices

http://safecomputing.umich.edu/protect-personal/instructions.php

Tip sheet for securing your personal device

http://safecomputing.umich.edu/protect-um-data/personal-devices/podtipsheet.php

Protecting UM Data

http://safecomputing.umich.edu/protect-um-data/

UM Sensitive Data Guide

http://safecomputing.umich.edu/dataguide/

Reporting a Security Incident

http://safecomputing.umich.edu/main/incident_report.html