

University of Pittsburgh
ITAC Information Security Subcommittee Charter

I. Preamble

This Charter establishes the Information Technology Advisory Committee's Information Security Subcommittee (ISS). It is authorized by the CIO and will serve at the CIO's discretion. This Charter outlines the purpose, relevant background, scope, responsibilities, composition, and operations of the Subcommittee.

II. Background and Purpose

Effective information security is crucial to the entire University community to ensure that personal and health information, computer systems, and protection of vital University assets. The Information Security Subcommittee of the ITAC will advise the Chief Information Security Officer (CISO), Vice Chancellor and CIO (VC/CIO), Chancellor, and Chancellor's Cabinet on issues of security, privacy, and risk reduction. The ISS may recommend information security strategies that are integrated with the University's overall risk management programs. The Subcommittee is responsible for recommending measures to protect the confidentiality, integrity, and availability of the University's information technology resources and data while at the same time preserving access and use of these critical resources in a collaborative environment for teaching, learning, research, and administration.

III. Responsibilities

The specific responsibilities of the ISS are to:

- Make recommendations regarding a comprehensive information security program that is designed to coordinate and facilitate the delivery of information security best practices and services distributed throughout the University.
- Review and recommend policies and standards designed to protect the University's information assets and electronic systems while also maintaining compliance with security requirements of applicable federal and state laws and regulations, such as the Family Educational Rights and Privacy Act, the Health Insurance Portability and Accountability Act; and direction from the University Board of Trustees.
- Collaborate with campus constituents and information technology resource owners who are responsible for the development and oversight of a secure IT environment that accommodates emerging technologies, maintains regulatory compliance and minimizes the University's information security risk exposure.
- Receive and evaluate risk assessments regarding current or emerging security threats, and review and recommend mitigation strategies to address such risks.
- Evaluate proposed technology solutions needed or intended to manage campus information security risks.

- Recommend information security awareness strategies and provide advice to the University leaders regarding education and communication about policy and compliance measures and initiatives.
- Provide updates to the University's Information Technology Advisory Committee (ITAC) and obtain input from the ITAC and other relevant committees prior to recommending final approval of new or revised security policies or the adoption of new security technologies.
- Working with designated areas that have high value data such as Student Financial Aid, HIPAA, certain intellectual property, and others, provide quarterly reports that demonstrate the compliance with security standards such as NIST 800-171.

IV. Composition

The ISS will be chaired by **Laurel Gift, Assistant Vice Chancellor for Compliance, Investigation, and Ethics** and will initially include the following members:

- Mark Anderson, Administrator, CFO Office
- Pat Laughlin, Detective, Pitt Police
- Allen DiPalma, Administrator, Research/Trade Compliance
- Kim Getz, Staff, School of Law
- Leming Zhou, Faculty, School of Health and Rehabilitation Sciences
- Jonathan Silverstein, Faculty, Informatics and Health Sciences
- Carolyn Hoyt, Administrator, Advancement Services
- Amanda Brodish, Staff, Office of the Provost
- Victoria Chuah, Student Government Rep
- Jeremy Dennis, Staff, Engineering (Staff Council Rep)
- Jane Mcgoey, Staff, Internal Audit
- Bob Ellison, Staff, Bradford Campus
- Tony Graham, Policy Office Liaison
- Ollie Green, Senior Staff, Pitt IT
- President of the University Senate (or designee),
- Douglas Fischer (representing the Senate Computing and Information Technology Committee)
- Two faculty members (appointed by the President of the University Senate)

V. Operations

The ISS will meet quarterly, or more frequently as circumstances dictate. The ITAC and the CIO may ask for status reports from the Committee's chair.

VI. Amendment and Termination

Any amendments to this Charter must receive the approval of the ITAC and the CIO or designee.

For the purpose of determining the most effective process by which the University manages its institutional data, this Committee will be re-evaluated within one year after the date of this Charter's approval unless otherwise directed by the CIO.

This Charter was approved by the CIO on _____.

[Signature]