Use Of Data Loss Prevention Software

The parties to this agreement, California State University (CSU) and the California Faculty Association, agree that data breaches are detrimental to all and agree that CSU may proceed with its implementation of the Data Loss Prevention Software, Identity Finder, subject to the following terms of implementation:

1. The parties acknowledge the importance of working together to ensure the security of data used and stored on CSU systems.

2. Represented employees will receive training regarding the purpose for, set-up, use of, and reporting out from Identity Finder software.

3. Before implementation, each campus will institute an awareness program that gives represented employees a 30-day opportunity to screen their workstations and files to identify and secure any personal information.

4. The campus Identity Finder software console is to be monitored only by the campus Information Security Office.

5. CSU represents that the software has the capability to scan for the following types of sensitive information:

   Social Security Numbers
   Credit Card Numbers
   Password Entries
   Bank Account Numbers
   Driver's License Numbers
   Passport Numbers
   Phone Numbers
   Personal Addresses
   Email Addresses
   Australian, Canadian and UK ID Numbers

   However, CSU agrees that scans are to be conducted only to identify sensitive data defined as Level 1 or Level 2 data per ICSUAM 8065.S02 Security Data Classification Standards. The campuses will not search for phone numbers or personal addresses and will only search for email addresses in conjunction with a previously authorized investigation or to comply with the requirements of Civil Code Section 1798, et seq.

6. The campus Information Security Office may direct employees to scan their own CSU-owned computer workstations periodically to identify sensitive data stored on the hard drive of their computer work stations.

7. The campus Information Security Office may initiate a scan of employee computers from the campus console periodically to determine whether and how much sensitive data is stored on employee computer workstations.

8. The campus Information Security Office will notify represented employees before the initiation of console-initiated scans on their workstations, unless the workstation is part of a management investigation of suspected violations of law or University policy. Scans for sensitive data on a user's computer shall not be conducted for the purpose of generating cause to discipline represented employees.

9. If sensitive data is found on an employee's CSU-owned computer, the campus Information Security Office will provide the employee with assistance to determine how the employee can protect the information by removing, shredding, redacting, quarantining or encrypting the data.

10. As presently configured, the software scan generates reports of sensitive data found on a user's computer that are viewable by the user but are received by the console as reports of masked data that cannot be viewed at the console. The Office of the Chancellor shall notify the Union if it desires to change the present configuration of the software or of the installation of additional modules and/or upgrades to the product that significantly change or enhance the functionality of the software. CFA may request to meet and confer over any such changes.

11. The Office of the Chancellor shall notify the Union of the installation of additional modules and/or upgrades to the product that significantly change or enhance the functionality of the software.

For CFA:

OMAR JOSEPH
REPRESENTATION SPECIALIST
California Faculty Association

JULY 3, 2014
Date

For CSU:

William Perry
Chief Information Systems Officer
Office of the Chancellor
California State University

July 21, 2014
Date

July 3, 2014

California Faculty Association

Date

July 14, 2014

California Faculty Association

Date

Ed Hudson,
Information Security Director
Office of the Chancellor
California State University

July 3, 2014
Date

Leslie V. Freeman,
Manager, Labor Relations
Office of the Chancellor
California State University

July 23, 2014
Date