

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

Policy # PS4.004

Title: ERP DATA CLASSIFICATION POLICY

Authority: IS Action
Effective Date: 1/9/2009
Last Revision: Initial

Original Adoption: 1/9/2009

1.0 Purpose

To comply with the State of Louisiana, Division of Administration (DOA), and Office of Information Technology (OIT) Bulletin 08-02 and defines classification guidelines to govern the level of protection accorded to LCTCS owned [Enterprise Resource Planning \(ERP\) System](#) data.

2.0 Scope

This policy applies to all LCTCS employees, contractors, vendors and agents under the direction of LCTCS employees who utilize or handle LCTCS [ERP](#) data.

3.0 Policy

3.1 General

LCTCS Information Systems (IS) classifies data according to guidelines promulgated through DOA and OIT. The basis for classification of data revolves around the defined level of harm that could accrue.

3.2 Classification Levels for the LCTCS ERP

3.2.1 ERP Human Resource/Payroll

Information contained in the Control Tables for the [ERP](#) Human Resource/Payroll Application is classified as [Internal](#) based on the definition in Information Technology Bulletin 08-02. Control Tables are defined as tables containing data used to classify, manipulate, or differentiate transaction data for particular employees, employee groups, etc. An example of a Control Table would be the PS_BENEF_PLAN_TBL which lists the Benefit Plans offered.

Information contained in the Transaction Tables for the [ERP](#) Human Resource/Payroll Application is classified as [Confidential/Sensitive](#) as delineated by

Information Technology Bulletin 08-02. Transaction data includes specific information on employees, employee groups, etc. An example of a Transaction Table would be PS_PAY_CHECK which contains data from employee pay checks. This information is encrypted for transmission to third –party vendors, etc.

3.2.2 ERP Student Application

Information contained in the Control Tables for the [ERP](#) Student Application is classified as [Internal](#) based on the definition in Information Technology Bulletin 08-02. Control Tables are defined as tables containing data used to classify, manipulate, or differentiate transaction data for particular students, employees, etc. An example of a Control Table would be the PS_COURSE_TBL which includes descriptive and logistical data on course offerings.

Information contained in the Transaction Tables for the [ERP](#) Student Application is classified as [Confidential/Sensitive](#) as delineated by Information Technology Bulletin 08-02. Transaction data includes specific information on students, teachers, employees, etc. An example of a Transaction Table would be PS_TRNS_CRSE_DTL which contains data from student records.

3.3.3 ERP Financial Application

Information contained in the Control Tables for the [ERP](#) Financial Application is classified as [Public](#) based on the definition in Information Technology Bulletin 08-02. Control Tables are defined as tables containing data used to classify, manipulate, or differentiate transaction data for particular Institutions, i.e. Business Units, Departments or other groupings as delineated in the application. An example of a Control Table would be the PS_GL_ACCOUNT_TBL which includes information on the Account Chartfield used to classify financial transactions.

Information contained in the Transaction Tables for the [ERP](#) Financial Application is classified as [Public](#) as delineated by Information Technology Bulletin 08-02. Transaction data includes information on financial and non-financial activities of Business Units or other sub groupings. An example of a Transaction Table would be the table PS_LEDGER.

4.0 Definitions

[Enterprise Resource Planning \(ERP\) System](#)

ERP (enterprise resource planning) represents a broad set of activities supported by multi-module application software. It helps organizations manage the important parts of its business, including planning, purchasing, maintaining inventories, interacting with suppliers, student registration, tracking orders, general financial, human resources, and payroll operations. Typically, an ERP

system uses or is integrated with a relational database system. The deployment of an ERP system can involve considerable business process analysis, employee retraining, and new work procedures.

Public

This is information specifically prepared and formatted for consumption by the general public.

Internal

This is information intended for use within the Agency. An accidental release of this information will not cause harm to a person, an agency or the State.

Confidential/Sensitive

This information if released could potentially cause harm to a person, an agency or the State. The information is CONFIDENTIAL / SENSITIVE if protected by one or more of the following: Agency policy, State policy, Local law, State law or Federal law.

EXHIBIT I

ERP TESTING ENVIRONMENT REQUEST

Name: _____ **Institution:** _____

Title: _____ **Supervisor:** _____

Phone: _____ **Email:** _____

Testing Begin Date: _____ **Testing End Date:** _____

Purpose/Scope: _____

(Ex. – Testing
Combo/Edit Rules)

**Additional Access
Needed:** _____

**Additional Users
Also Testing:** _____

Notes/Other: _____

I have read and understood the User's Responsibilities listed above in order to gain access to a test environment. I understand that I may be sharing this environment with other users and that after my testing period ends, the environment can and will be copied over with a current copy of Production unless a second form is faxed in. I also understand that my Operator ID is being held to the same accountability as in the Production environment.

Signature: _____ **Date:** _____