

# UConn

## Administrative Policy

### 2005-07 Information System Activity Review

<b>Title</b>	2005-07 Information System Activity Review
<b>Policy Owner and Contact Information</b>	IT Security IT Website: <a href="https://health.uconn.edu/information-technology/">https://health.uconn.edu/information-technology/</a>
<b>Applies to</b>	UConn Health Workforce, Business Associates, Non-Workforce and all other individuals granted access to UConn Health electronic resources. This policy also applies to all computing and network equipment and software owned, leased, operated or contracted by UConn Health.
<b>Campus Applicability</b>	UConn Health
<b>Effective Date</b>	6/2/2021

#### **PURPOSE:**

To establish requirements for the creation of electronic log files required for reviewing system and user activity to detect and respond anomalous system activity and/or inappropriate access to, or use of, information systems or data in accordance with regulatory requirements.

#### **APPLIES TO:**

This policy applies to all UConn Health Workforce, Business Associates, Non-Workforce and all other individuals granted access to UConn Health electronic resources. This policy also applies to all computing and network equipment and software owned, leased, operated or contracted by UConn Health.

#### **POLICY STATEMENT:**

IT Electronic resources that store, access, or transmit confidential data shall electronically log activity into created log files.

Electronic log file generation, transmission, storage, analysis and disposal will be performed in accordance with UConn Health Audit and Logging Standards.

Data Stewards, or their designees, are responsible for developing and implementing procedures for periodically examining information systems and log files for access control discrepancies, breaches and policy violations.

System activity reviews shall be performed weekly. More frequent reviews may be required based on the system criticality and nature of data transmitted, maintained, processed or accessed on/from the electronic resource.

Electronic log files will be retained in accordance with regulatory and statutory requirements.

#### **PROCEDURES/FORMS:**

Information System Audit Log Standards and Procedures – (Restricted Access – Contact Information Security Office)

**REFERENCES:**

45 C.F.R. § 164.308(a) (1) (ii) (D)  
State of Connecticut State Agencies' Record Schedule S6  
Information System Audit Log Standards and Procedures

**RELATED POLICIES:**

[2002-43 Confidentiality](#)

**ENFORCEMENT:**

Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in any procedures document related to this policy.

**APPROVAL:**

Andrew Agwunobi (Signed) 6/2/2021  
UConn Health Chief Executive Officer

Kiki Nissen (Signed) 6/2/2021  
Administrative Policy Committee Vice-Chair

Janel Simpson (Signed) 6/2/2021  
Administrative Policy Committee Chair

**New Policy Approved:** 1/28/05  
**Revisions:** 7/9/18, 12/4/18, 6/2/21