

## Attachment 4



Information Technology Services  
Office of the Vice Provost and Chief Information Officer

March 9, 2017

Dr. Andrew Bennett, President  
Kansas State University Faculty Senate  
Fairchild Hall  
CAMPUS

Dear President Bennett:

The Electronic Mail Policy, PPM 3455, requires the Chief Information Officer/Vice Provost for IT Services (CIO/VP-ITS) to report annually to the Faculty Senate regarding cases where permission to access data was granted per this policy. The relevant portion of section .020 from the policy is:

*The University encourages the use of electronic mail and respects the privacy of users. Nonetheless, electronic mail and data stored on the University's network of computers may be accessed by the University for the following purposes:*

*For items a-g, the extent of the access will be limited to what is reasonably necessary to acquire the information and/or resolve the issue.*

- a. troubleshooting hardware and software problems,*
- b. preventing unauthorized access and system misuse,*
- c. retrieving University business related information, \**
- d. investigating reports of alleged violation of University policy or local, state or federal law, \**
- e. complying with legal requests (e.g.; court orders) for information, \**
- f. rerouting or disposing of undeliverable mail,*
- g. addressing safety or security issues.*

*\* The system administrator will need written approval, including e-mail, indicating the extent of access that has been authorized from the CIO/VP-ITS or the CIO/VP-ITS's designee, to access specific mail and data for these purposes.*

The three conditions that require CIO/VP-ITS approval are described in items c, d, and e above. Cases where a terminated employee's access is removed before the normal expiration of such privileges fall under category b, preventing unauthorized access, and do not require approval. However, the approval of the CIO/VP-ITS is normally requested under those circumstances.

During calendar year 2016, the CIO/VP-ITS granted permission for the following 36 cases (note there were 36 cases in 2015, 19 cases in 2013, 28 cases in 2012, 21 cases in 2011, 22 cases in 2010, 17 cases in 2009, 18 cases in 2008, 10 in 2007, and 28 in 2006):

*Item b:* 1 case – one related to removing privileges for terminated employees

*Item c:* 2 cases – one related to gaining access to a terminated employee's data and the other for a deceased employee

*Item d:* 15 cases – eight cases related to missing or stolen computer equipment; four investigations into alleged harassment requested by KSPUD; three investigations related to various criminal activity by KSUPD

*Item e:* 18 cases – nine requests to preserve relevant email evidence related to existing or pending lawsuits per the federal rules for civil procedure (aka eDiscovery). We were notified of 24 eDiscovery requests in 2016, but only 9 required central IT Services to preserve users' email; nine cases were in response to open records requests

Please contact me if you have any questions.

Sincerely,



Rob Caffey  
Interim CIO and Vice Provost for Information Technology Services

cc: April Mason, Provost  
Lisa Crawford-Craft, FSCOT Co-Chair  
Candace LaBerge