Date: October 24, 2013

To: CSU Presidents

From: Gail E. Brooks  
Vice Chancellor 
Systemwide Human Resources

Subject: Common Human Resources System (CHRS) Security Plan and Requirements Policy Guidelines

Overview

Audience: Human Resources Officers and Security Administrators

Action Item: Campuses must adhere to the established CHRS security guidelines for implementing the measures necessary to secure HR and employment information.

Affected Employee Group(s)/Unit(s): Individuals responsible for supporting and administering campus security and those individuals involved in the various implementation aspects of CHRS.

Summary

This HR Letter announces the Common Human Resources System Security Plan and Requirements.

This HR Letter announces the Common Human Resources System (CHRS) Security Plan and Requirements as required by the system owner, California State University (CSU) Systemwide HR. The protection measures described in this document were designed to ensure that access and operations related to CHRS complies with CSU Systemwide HR Policies, CSU System-wide Information Security Standards and Policies governing information technology (including those with specific relevance to HR operations), information security and human resources, as well as all pertinent state and federal regulatory requirements.

Security within CHRS will be addressed throughout the software development life cycle and within the environment supporting CHRS, including but not limited to, the production and non-production network operating system and application levels.

This strategy was developed to ensure the confidentiality, integrity and availability of CHRS information assets. It outlines security controls that must be in place to reduce and mitigate CSU security risks with associated data from 23 campuses and the Chancellor's Office, residing in one consolidated environment. The plan is not

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All Campus Vice Presidents 
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intended to be a campus procedural document or a campus operational guide; however, it will include specific protocols that will govern the security of CHRS system-wide data. The CHRS Security Team will develop and disseminate additional documents to support the implementation of this plan.

Details pertinent to the CHRS Security Plan and Requirements will be provided in a forthcoming Technical Letter communication.

Questions regarding this HR Letter may be directed to Human Resources Management at (562) 951-4411. This document is available on Human Resources Management’s Web site at: http://www.calstate.edu/HRAdm/memos.shtml.

GEB/th