PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

| Procedure Title: Promulgation and Approval of Technology Plans, Standards, and Guidelines | Number 136 |
| --- | --- |
| Related Policy: Information Security and Technology Resources – 6Hx20-8.001 | Page Page 1 of 2 |

## I. Purpose

This procedure defines the processes for the development, promulgation, review, approval, and maintenance of Pensacola State College (PSC) technology plans, standards, and guidelines governed under District Board of Trustees Policy 6Hx20-8.001, Information Security and Technology Resources.

It ensures compliance with applicable federal and state laws and regulations, alignment with institutional risk management and information security requirements, clear assignment of responsibility for document development and review, formal approval of governed documents, and alignment with applicable documentation retention requirements.

This procedure applies to all technology-related plans, standards, and guidelines that support the College's information security, privacy, and technology operations.

This procedure supports compliance with, but is not limited to, the Gramm-Leach-Bliley Act (GLBA) Safeguards Rule (16 CFR Part 314), Family Educational Rights and Privacy Act (FERPA) (34 CFR Part 99), FTC Red Flags Rule (16 CFR §681.1), Florida Information Protection Act (§501.171, Florida Statutes), Rule 6A-14.0734, Florida Administrative Code (Information Technology Resources), applicable federal student financial aid (Title IV) requirements, and applicable contractual obligations, including agreements with the State of Florida for access to the Driver and Vehicle Information Database (DAVID).

Departmental operating procedures, work instructions, workflows, forms, FAQs, and similar implementation materials are not governed by this procedure. Responsibility for establishing, maintaining, and controlling such materials rests with the department responsible in accordance with the authority and requirements of the applicable governing policy or standard.

## II. Technology Governance Documents

Technology plans, standards, and guidelines collectively establish PSC's enterprise technology governance, information security, and privacy framework. All such documents are subject to governance, review, and approval under this procedure.

The Executive Director, Technology Operations, is responsible for coordinating the review of all documents listed in this section.

The following documents are governed by this procedure:

Information Security and GLBA Plan – Establishes administrative, technical, and physical safeguards for the protection of customer information in accordance with 16 CFR Part 314.

Technology Plan – Establishes the strategic direction, governance, and lifecycle management of technology resources and supports institutional compliance with Rule 6A-14.0734, Florida Administrative Code (Information Technology Resources).

Incident Response Plan – Defines processes for the detection, response, containment, remediation, documentation, and reporting of security incidents, including breach notification requirements under §501.171, Florida Statutes.

Disaster Recovery Plan – Establishes procedures for restoring IT systems and data following disruptions and supports availability and recovery requirements under the GLBA Safeguards Rule (16 CFR §314.4).

Continuity of Operations Plan (COOP) – Ensures continuation of essential institutional functions in accordance with Chapter 252, Florida Statutes.

Acceptable Use of IT Resources – Defines permissible use and user responsibilities for College technology resources in accordance with applicable federal and state laws, including FERPA (34 CFR Part 99), the GLBA Safeguards Rule (16 CFR §314.4), and §815.04, Florida Statutes.

Privacy Policy and related privacy notices (including GDPR-related disclosures where applicable) – Defines the College's practices for the collection, use, and protection of personal information in accordance with FERPA (34 CFR Part 99), §501.171, Florida Statutes, Chapter 119, Florida Statutes, and the GLBA Safeguards Rule (16 CFR Part 314).

Artificial Intelligence Governance Procedure – Establishes institutional requirements for the acquisition, development, configuration, deployment, use, monitoring, reassessment, and retirement of artificial intelligence systems; establishes AI risk classifications, institutional roles, human-oversight requirements, approval requirements, monitoring, exceptions, and related governance controls.

Additional technology-related plans, standards, or procedures may be recommended for inclusion by the Executive Director, Technology Operations, the Information Security Manager, or the Information Security Advisory Team (ISAT), as required to maintain compliance. Such additions shall be incorporated into this section following the review and approval process defined in this procedure.

All listed documents shall be maintained as controlled documents subject to version control, periodic review, and formal approval.

**III. Procedural Processes**

1. The Executive Director, Technology Operations, is responsible for:

   a. Coordinating the development, review, and maintenance of all technology plans, standards, and procedures listed in Section II, except as otherwise assigned in this procedure.
   b. Ensuring that required reviews are completed and documented; and
   c. Maintaining an inventory of all governed technology documents.
   d. Maintaining the Approved AI Systems Register in accordance with the Artificial Intelligence Governance Standard.
2. Documents authored by the Executive Director, Technology Operations, shall be reviewed by the Information Security Advisory Team (ISAT). Feedback from ISAT must be incorporated into the final draft.
3. The Information Security Manager, designated as the GLBA Qualified Individual (16 CFR §314.4), shall review applicable documents to ensure alignment with regulatory requirements.
4. The Continuity of Operations Plan (COOP), under the responsibility of the Director of Public Safety, shall be reviewed by the Vice President, Business Affairs, prior to submission for approval.
5. Departmental procedures and other supporting instruments referenced by documents governed under this procedure remain under the authority of the department responsible. The Director of Purchasing is responsible for coordinating the Technology and Digital Service Pre-Authorization Procedure. The Vice President of Academic and Student Affairs is responsible for academic guidance on artificial intelligence incorporated into the Student Handbook, faculty materials, or other applicable academic governance documents.
6. All documents governed by this procedure shall be submitted to the President for final approval prior to implementation.
7. All approved documents must include:
   a. Approval date; and
   b. Approving authority.
8. All documents governed by this procedure shall be reviewed periodically, or as needed to reflect changes in regulatory requirements, technology, or College operations.
9. Additional technology-related plans, standards, or procedures recommended for inclusion shall:
   a. Be reviewed in accordance with this procedure; and
   b. Be approved by the President prior to incorporation.

| | |
|---|---|
| Responsible Official | Executive Director, Technology Operations |
| President's Signature: | Date: 09/04/2026 |