

## **University System of New Hampshire Gramm Leach Bliley Act (GLBA) Committee Charter**

**Background:** The Gramm-Leach-Bliley Act (GLBA) is a Federal law which requires “financial institutions” to ensure the security and confidentiality of customers’ personal information. To the extent colleges and universities offer “financial products or services” - primarily student loan activities – they are considered financial institutions under the GLBA. The University System of New Hampshire and its component institutions must take active steps to comply with the Safeguards Rule of the GLBA.

**Purpose:** The GLBA Committee is a standing working group within the University System of New Hampshire. The Committee is advisory to the USNH Finance Executive Council and is charged with overseeing and coordinating the Gramm Leach Bliley Act security program to ensure the protection of customers’ nonpublic financial information including information obtained by USNH in connection with financial services provided to a student, employee or other third party.

**Membership and Structure:** Membership of the committee will be the financial aid and student accounts representatives at UNH, KSC, PSU and GSC; the USNH chief information security officer; and USNH Manager of Policy and Risk; and the Director of Internal Audit serves as an ex officio member of the committee. The chair of the committee will be selected by the committee annually. Other campus or USNH system staff may be invited to attend meetings as needed.

The Committee will function as a collaborative group and will be distinguished by consultation across all its members on agenda items; planning for matters and identification of responsible individuals to undertake tasks agreed to by the Committee; and other work products of the Committee. The chair is responsible for promoting the collaborative nature of the group and for ensuring that, to the fullest extent possible, items of collective interest are shared in a timely fashion to permit thoughtful consideration of potential actions and advice from the Committee. In all its functions, the Committee will support complete and fact-based work product(s) that leverage standard and best practices and tools in support of decision- making or other actions.

**Meetings:** The Committee will have regular meetings sufficient to meet its objectives (currently quarterly). The meetings will be at times and locations convenient to membership. Some meetings may be held via video conferencing to reduce travel time and create operational efficiencies.

### **Objectives:**

- Maintain scope and compliance with GLBA requirements across the USNH.
- Develop and make recommendations on GLBA compliance policies, procedures, and training.
- Be an effective and high functioning group that champions GLBA compliance across the USNH.
- As needed, complete an inventory of people, processes, and technologies that store, transmit, or process GLBA-related data.

- Recommend processes for monitoring, supporting, and ensuring any and all corrective actions are applied.
- Report any feedback, concerns, and identify resources needed to FINEC.

This Charter will be reviewed annually by June 30.