

**UT HEALTH SAN ANTONIO HANDBOOK OF OPERATING PROCEDURES**

Chapter 2	General Policies and Procedures	Effective:	April 2000
Section 2.2	Information Management	Revised:	October 2016
<b>Policy 2.2.2</b>	<b>Information Security</b>	Responsibility:	Senior Executive Vice President and Chief Operating Officer

## **INFORMATION SECURITY**

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### **Policy**

Title 1 *Texas Administrative Code* 202.70 (1) states that it is the policy of the state of Texas that information resources residing in the various agencies of State government are strategic and vital assets belonging to the people of Texas. Assets of UT Health San Antonio must be available and protected commensurate with their value and must be administered in conformance with federal and state law and UT System Regents' Rules.

It is the policy of UT Health San Antonio to:

- a. Protect information resources based on assessed risk against accidental or unauthorized disclosure, modification, or destruction and assure the confidentiality, integrity and availability of UT Health San Antonio data;
- b. establish accountability and acceptable practices regarding the use and safeguarding of UT Health San Antonio Information Resources;
- c. protect the privacy of individuals by preserving the confidentiality of Personally Identifiable Information entrusted to UT Health San Antonio;
- d. ensure compliance with applicable policies and State and federal laws and regulations regarding management of risks to and the security of information resources;
- e. appropriately reduce the collection, use or disclosure of social security numbers contained in any medium, including paper records;
- f. establish accountability of securely maintaining the confidentiality, integrity and availability of UT Health San Antonio data, and
- g. educate individuals regarding their responsibilities associated with the use and management of UT Health San Antonio Information Resources.

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**Information Security Function**

This policy serves as the foundation for the UT Health San Antonio Information Security program, and provides the Information Security Office the authority to implement policies, practice standards, and/or procedures necessary to implement an effective information security program in compliance with the policy. The President shall assign the position of the Chief Information Security Officer (CISO) to serve in the capacity required by Title 1 *Texas Administrative Code* 202.71 (d) for the entire UT Health San Antonio. The CISO shall report directly to the Senior Executive Vice President and Chief Operating Officer, with dotted line relationships with the Vice President Chief Information Officer. The President shall also provide budgetary resources to the Information Security function, approve the University's Information Security Program, and ensure appropriate corrective and disciplinary action is taken in the event of non-compliance.

The Information Security Program is defined in the *Handbook of Operating Procedures* (HOP), Section 5.8.1, "[Information Security Program](#)".

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**Applicability**

This policy applies to:

- a. all Information Resources owned, leased, operated, or under the custodial care of UT Health San Antonio;
  - b. all Information Resources owned, leased, operated, or under the custodial care of third-parties operated on behalf of UT Health San Antonio; and
  - c. all individuals accessing, using, holding, or managing Information Resources on behalf of UT Health San Antonio.
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