

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

Chapter 5	Information Management & Services	Effective:	June 2003
Section 5.8	Information Security	Revised:	October 2016
<b>Policy 5.8.20</b>	<b>Information Resources Privacy Policy</b>	Responsibility:	Chief Information Security Officer

## **INFORMATION RESOURCES PRIVACY POLICY**

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### **Policy**

UT Health San Antonio employees, including student employees, or who are otherwise serving as an agent or are working on behalf of the University, have no expectation of privacy regarding any data they create, send, receive, or store on UT Health San Antonio owned computers, Servers or other Information Resources owned or controlled by, or held on behalf of, the UT Health San Antonio.

UT Health San Antonio may access and monitor its Information Resources for any purpose consistent with the University's duties and/or mission without notice. This responsibility may be assigned to a specific resource or employee or delegated to a third-party.

Information Resource Users must not attempt to access any data or programs contained on UT Health San Antonio systems for which they do not have authorization or explicit consent.

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### **Public Access Privacy Policy**

UT Health San Antonio Information Resources (including websites) accessible to the general public must reference a Privacy Statement that minimally contains the following statements:

- A. The University of Texas Health Science Center at San Antonio (UT Health San Antonio) maintains this system/site/content as a service to its students, employees and the public.
  - B. UT Health San Antonio uses cookies to collect information. This information is limited to logging the path a computer user takes through the Web site, or to temporarily preserve information the computer user supplies to complete multi-part web forms. Note: A cookie file contains unique information a Web site can use to track such things as passwords, lists of pages visited, and the date when you last looked at a specific page or to identify your session at a particular Web site. A cookie is often used in commercial sites to identify the items selected for a specific shopping cart application.
  - C. If you send us an electronic mail message with a question or comment that contains personally identifying information, or fill
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out a form that e-mails us this information, we will only use the personally-identifiable information to respond to your request and analyze trends. We may redirect your message to another part of our University, another institution, a government agency or a person who is in a better position to answer your question.

- D. For site management functions, information is collected for analysis and statistical purposes. This information is not reported or used in any manner that would reveal personally identifiable information, and will not be released to any outside parties unless legally required to do so in connection with law enforcement investigations or other legal proceedings.
- E. Information collected from the UT Health San Antonio Web site, including the summary server log information, e-mails sent to the Web site, and information collected from Web-based forms, may be subject to the *Texas Public Information Act*.
- F. Individuals have rights under Section 559.03(a) of the *Texas Government Code* to correct any erroneous personal information The University of Texas Health Science Center at San Antonio collects. The University has posted procedures for requesting corrections.
- G. Except for authorized law enforcement investigations, no other attempts are made to identify individual computer users or their usage habits. Raw data logs are used for no other purpose and are scheduled for regular destruction in accordance with *National Archives and Records Administration General Schedule 20*.
- H. We use log analysis tools to create summary statistics, which are used for purposes such as assessing what information is of most interest, determining technical design specifications, and identifying system performance or problem areas. The following information is collected for this analysis:
  - Computer User Client hostname - The hostname (or Internet Protocol (IP) address if DNS is disabled) of the computer user/client requesting access.

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- HTTP header, "user-agent" - The user-agent information includes the type of browser, its version, and the operating system it's running on.
  - HTTP header, "referrer" - The referrer specifies the page from which the client accessed the current page.
  - System date - The date and time of the user/client request.
  - Full request - The exact request the user/client made.
  - Status - The status code the server returned to the user/client.
  - Content length - The content length, in bytes, of the document sent to the user/client.
  - Method - The request method used.
  - Universal Resource Identifier (URI) - The location of a resource on the server.
  - Query string of the URI - Anything after the question mark in a URI.
  - Protocol - The transport protocol and version used.

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**Reference**

- U.T. System Policy 165 Standard 14
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