

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 5	Information Management & Services	Effective:	June 2002
Section 5.8	Information Security	Revised:	May 2011
Policy 5.8.5	Information Security Incident Reporting	Responsibility:	Chief Information Security Officer

INFORMATION SECURITY INCIDENT REPORTING

Overview

This policy is to provide policy and procedures for the timely reporting of computer information security incidents at The UT Health Science Center at San Antonio (Health Science Center). This policy applies to all users of the Health Science Center computing resources, including faculty, staff, students, and all others authorized to use such resources through their association with the Health Science Center.

Policy

1. Each user of Health Science Center computing and information resources has a responsibility to report an information security incident.
2. An incident that involves personal safety, lost or stolen University-computing devices (computers, laptops, servers, cell phones, PDAs, etc.) must be reported to University Police at (210) 567-2800. Users are also required to report incidents to their assigned departmental Technical Support Representative (TSR) who must immediately forward incident information to the Health Science Center Information Security Office (ISO) at (210) 567-7777, option 6. If the departmental TSR is unavailable, individuals should contact the ISO directly.
3. All other information security incidents shall be immediately reported to a departmental TSR who will contact the ISO at (210) 567-7777, option 6. If the departmental TSR is unavailable, individuals should contact the ISO directly. Information security incidents involving Veteran's Administration (VA) data must also be directly reported to the VA's Information Security Officer at (210) 617-5300, extension 15820.
4. The ISO is responsible for appropriate incident response including follow-up and reporting. Based on specific requirements, some incidents will also be reported by the ISO to The University of Texas System. In circumstances where a reported security incident has significant institutional impact, the incident response will include the activation of a "Computer Incident Response Team" as prescribed in the *Handbook of*

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Operating Procedures (HOP), [Section 5.8.6](#), "Computer Incident Response Policy".
