



2.2.2 Information Security

Chapter 2 - General	Original Effective Date: April 2000
Section: 2.2 Information Management	Date Last Reviewed: December 2024
Responsible Entity: Senior Executive Vice President and Chief Operating Officer	Date Last Revised: December 2024

I. Purpose

To establish the authority of the Information Security program at UT Health San Antonio.

II. Scope

This policy applies to:

1. All Information Resources owned, leased, operated, or under the custodial care of UT Health San Antonio;
2. All Information Resources owned, leased, operated, or under the custodial care of third-parties operated on behalf of UT Health San Antonio; and
3. All individuals accessing, using, holding, or managing Information Resources on behalf of UT Health San Antonio.

III. Policy

A. General Policy

Assets of UT Health San Antonio (UTHSA) 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 UTHSA to:

1. Protected information resources based on assessed risk against accidental or unauthorized disclosure, modification, or destruction and assure the confidentiality, integrity and availability of UTHSA data;
2. Establish accountability and acceptable practices regarding the use and safeguarding of UTHSA Information Resources;
3. Protect the privacy of individuals by preserving the confidentiality of Personally Identifiable Information entrusted to UTHSA;

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4. Ensure compliance with applicable policies and State and federal laws and regulations regarding management of risks to and the security of information resources;
5. Appropriately reduce the collection, use or disclosure of social security numbers contained in any medium, including paper records;
6. Establish accountability of securely maintaining the confidentiality, integrity and availability of UTHSA data, and
7. Educate individuals regarding their responsibilities associated with the use and management of UTHSA Information Resources.

B. Information Security Function

This policy serves as the foundation for the UTHSA 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(a) for the entire UTHSA. 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 Policies (HOP), [5.8.1, "Information Security Program"](#).

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

There are no related documents associated with this Policy.

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

Effective Date	Action Taken	Approved By	Date Approved
04/2000	Policy Origination		
10/2016	Policy Revision		
12/2024	Policy Revision/Discretionary Edit		