



Approved: April, 2014

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Procedure Statement

Texas A&M University-Texarkana's electronic information resources are vital academic and administrative assets which require appropriate safeguards. Computer systems, networks, and data are vulnerable to a variety of threats. These threats have the potential to compromise the integrity, availability, and confidentiality of the information.

Effective security management programs must be employed to appropriately eliminate or mitigate the risks posed by potential threats to the University's information resources. Measures shall be taken to protect these resources against unauthorized access, disclosure, modification or destruction whether accidental or deliberate.

Reason for Procedure

Texas A&M University-Texarkana, as a state university, is required to comply with the Texas Administrative Code on Information Security Standards. The Texas Administrative Code (TAC) assigns responsibility for protection of informational resources to the President. For the purposes of this procedure, the authority and responsibility regarding the University's compliance with the Texas Administrative Code on Information Security Standards has been delegated by the President to the Associate Vice President of Information Technology.

Procedures and Responsibilities

1. RESPONSIBILITIES

- 1.1 The user of the data or record has the responsibility to use the resource only for the purpose specified by the owner; comply with controls established by the owner; and prevent disclosure of confidential or sensitive information.
- 1.2 The Information Security Officer has been designated as the individual responsible for administering the provisions of this rule and the TAC Information Security Standards.
- 1.3 The head or director of a department shall be responsible for ensuring that an appropriate security program is in effect and that compliance with this rule and TAC Standards is maintained for information systems owned and operationally supported by the department.

- 1.4 The head or director of a department which provides operational support (custodian) for information systems owned by another Texas A&M University-Texarkana department shall have the responsibility for ensuring that an appropriate security program is in effect and that compliance with TAC Standards is maintained for the supported information systems.
- 1.5 Operational responsibility for compliance with TAC Standards may be delegated by the department head or director to the appropriate information system support personnel (e.g. System Administrators) within the department.
- 1.6 Mission Critical or Confidential Information maintained on an individual workstation or personal computer must be afforded the appropriate safeguards stated in the TAC Standards. It is the responsibility of the operator, or owner, and/or departmental Systems Administrator of that workstation or personal computer to insure that adequate security measures are in place.

Related Statutes, Policies, or Requirements

[Texas Administrative Code, Title 1, Part 10, Chapter 202, Subchapter C, Rule § 202.75, Information Resources Security Safeguards](#)

References

Copyright Act of 1976
Foreign Corrupt Practices Act of 1977
Computer Fraud and Abuse Act of 1986
Computer Security Act of 1987
The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
The State of Texas Information Act
Texas Government Code, Section 441
Texas Administrative Code, Chapter 202
IRM Act, 2054.075(b)
The State of Texas Penal Code, Chapters 33 and 33A
DIR Practices for Protecting Information Resources Assets
DIR Standards Review and Recommendations Publication

Definitions

Confidential Information: Information that is excepted from disclosure requirements under the provisions of the Texas Public Information Act or other applicable state or federal laws. Most student records as well as employee records are considered confidential information.

Mission Critical Information: Information that is defined by Texas A&M University-Texarkana or any division thereof (department, etc.), to be essential to its function(s) and would

cause severe detrimental impact if the data/system were lost and unable to be restored in a timely fashion.

Owner: A person responsible for a University function and for determining controls and access to electronic information resources supporting that University function.

Custodian: A person (or department) providing operational support for an information system and having responsibility for implementing owner-defined controls and access privileges.

Contact Office

Information Security Officer
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