

## CEHD Information Security Procedure IS-16 Privacy

System Rule. 29-01.2.2

Privacy policies are mechanisms used to establish the responsibilities and limits for system administrators and users in providing privacy in information resources. There is no expectation of privacy when using system information resources beyond that which is expressly provided by applicable privacy laws. Information created, stored or transmitted on system information resources may be subject to disclosure under the Texas Public Information Act or through legal or administrative proceedings. While the system does not routinely monitor individual usage of system information resources, members have the right to examine information created, stored or transmitted on system information resources for general business purposes, including but not limited to the normal operation and maintenance of such resources.

<http://policies.tamus.edu/29-01.pdf>

The College of Education and Human Development implements this rule by restricting access to all data on information resources based on the direction of the information owners. That is, access to resources must be requested by the data owners.

- The Dean may request access to any data stores on college equipment.
- A department head may request access to any data stores belonging to department personnel.
- A PI may request access to data stores or equipment belonging to the Center, lab, program, or research activities that they oversee.
- A supervisor may request access to data stores or equipment belong to those they supervise.

The only exceptions would be data or equipment that has been previously declared to be classified or otherwise protected by law.

If possible, an attempt should be made to the employee requesting permission before granting access.

All such requests should go through the office of the CEHD ISO.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Next scheduled review: X/X/2019