

INFORMATION RESOURCES

User Responsibilities & Accountability

ACKNOWLEDGEMENT FORM

Name: _____ (Check all categories below that apply e.g.: employee and student)

- Employee ID _____ Student School: _____
 UTHSC-H Guest (Guest Account) Other: Please specify _____
 Individual representative employed by an entity and/or organization accessing UTHSC-H information resources by any means on behalf of that entity and/or organization under contract or other form of agreement with UTHSC-H.
 Any individual accessing UTHSC-H information resources using VPN or other means

The University of Texas Health Science Center at Houston's (UTHSC-H) information resources are strategic and vital assets owned by the university and belonging to the people of the state of Texas. Use of information resources is granted in order to accomplish the university's mission.

All information resources are subject to UT System, and UTHSC-H policies and procedures, and state and federal regulations. Compliance with these measures make-up the university's Information Technology Security Program. UTHSC-H president delegates oversight of the information security program to the Information Resource Manager (IRM). All UTHSC-H information resources are subject to the IRM's authority and must meet the minimum UTHSC-H IT security requirements. Detailed information regarding security requirements and practices is published on the university's web site.

Individuals using UTHSC-H information resources are required to know and comply with all IT security controls. Failure to comply may result in disciplinary action including termination of employment, and/or termination of contract or other business relationship. Civil and/or criminal sanctions may also apply. It is the responsibility of all personnel to report any suspected or confirmed violations to appropriate management, or send an email to IT_RiskManagement@uth.tmc.edu and/or call the university's confidential Compliance Hotline 1-888-472-9868.

I ACKNOWLEDGE:

1. Access to university information resources must be secured from unauthorized intentional and/or accidental access. Unauthorized modification and/or destruction of data are prohibited.
2. University information resources are only to be used for official state purposes.
3. All passwords to information resources including, but not limited to desktops, laptops, portable devices, network systems, voice mail and/or long distance telephone codes are confidential and property of the state. Disclosing a password to anyone may result in immediate termination.
4. Restricted data, including ¹sensitive, confidential, vital and/or permanent data must be stored on appropriate network drives and/or encrypted storage devices. Encryption requirements apply but may not be limited to portable hard drives, USB storage devices, and all storage media (e.g.: CD-ROM, DVD).
5. Software may not be copied or otherwise used in violation of licensing agreements and/or copyright.
6. Individuals should have no expectation of privacy in e-mail or Internet usage. All university e-mail and Internet use can be monitored and both "source and destination" information can be captured.
7. All UTHSC-H information resources are subject to random, unannounced inspection audits to ensure compliance with all university policies and operating procedures, federal, state, and local laws.

I accept responsibility, acknowledge my accountability, and understand my role in the protection of all university information resources. I agree to comply with all UT System, UTHSC-H, Information Technology Department Policies and Standard Operating Procedures, and state and federal laws and regulations. Additionally, I acknowledge that I will report all suspected policy and regulatory violations and/or any possible risks to information resources. *I will complete all required Information Technology Security and IT Risk Management user orientation and ongoing user training and awareness requirements.

Signature: _____

Date: _____

LRAA Initials: _____

This acknowledgement applies to any and all persons accessing UTHSC-H information resources including those operating as an individual or as an agent of an entity with contractual or other type of agreement with UTHSC-H. These individuals and entities include, but are not limited to: employees, students, guests, contractors, vendors, consultants, corporations, etc. through any means. *User orientation and ongoing training requirements may vary based on resource utilization, access level requirements, and/or the user's relationship to and/or agreement with UTHSC-H.

¹⁻⁴ HOOP 17.01 Responsibility for the Use of Information Resources, Information Classifications · © 2008 UTHSC-H · Information Technology

LRAA's and other document originators: Please forward the original form to Central Records, UCT Suite 820.

If necessary, please retain a copy for your records. Questions or Comments please e-mail: it_riskmanagement@uth.tmc.edu