

# Information Resource User Responsibilities

## FACT SHEET



The University of Texas Health Science Center at Houston (UTHSC-H) aspires to be the model health sciences university for the 21<sup>st</sup> century. The UTHSC-H supports innovative information technology in achieving this goal. Regardless of the funding source, information technology resources are owned by UTHSC-H and are governed by university rules, which arise from local, state, and federal regulations. Under the provisions of the Information Resources Management Act, Section 2054.001 et. seq.,

Government Code, university information resources are strategic assets of the State of Texas that must be managed as valuable state resources. The UTHSC-H protects its information resources in accordance with the State of Texas Department of Information Resources' (DIR) Information Security and Risk Management Policy Standards and Guidelines, published in the Texas Administrative Code (TAC) Title 1, part 10, Chapter 201, Rule 201.13(b). 1 and UTS165, UTS166 and UTS167. TAC Section 201.13(b)(3)(c) states that access to state information resources must be strictly controlled.

Users of information resources are individuals who use the information that is processed by an automated information system. User Responsibilities:

- Know and comply with university policies and procedures
- Manage UTHSC-H information resources responsibly
- Protect confidential and sensitive data
- Understand personal accountability for actions relating to information resource security

Examples of Users: Employees, students, vendors, contractors, visiting faculty, business partners, affiliate hospitals, clinics, and guest users of UTHSC-H information resources and patients.

### Did you know?

Over 140,000 known computer viruses and 85,000,000 spam emails are sent out each day over the Internet.

Email was originally designed to enable academics and scientists to communicate with one another. And because it was created with the thought that only trusted individuals would send files back and forth, email's security weaknesses were never a concern while the technology was being developed.

## Information Resource User Responsibilities Quick Quiz

**True / False** 1. It is "OK" to share your password with a co-worker when they have forgotten their password and need to get their work done.

**True / False** 2. There is really no harm in entering, altering, or erasing data maliciously, or in response to real or imagined abuse, or for personal amusement.

**True / False** 3. It is not necessary to report any personal misuse of information technology resources by faculty, staff and/or students.

**True / False** 4. UTHSC-H makes available for download free anti-virus software for installation on personal home computers when faculty and staff need to use their home computers for work related assignments.

5. You have been asked to save data to a removable thumb drive related to your mandated job duties by someone outside of UTHSC-H. What do you do?

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**If in doubt, consult your supervisor; if you and/or your supervisor are still unsure or have a concern, there are a number of resources where you can find help. Contact numbers:**

IT Risk Management & Compliance Jan Johnson, MA, PMP	713-500-3608
School of Public Health Derek Drawhorn	713-500-9533
Medical School Bassel Choucair	713-500-5034
UT Institutional Compliance HOTLINE	1-888-472-9868
HELPDESK Submit an iHEAT Ticket Category: IT Risk Management & Policy	713-500-4848



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