



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** Incident Response (IR)

### **Policy Statement:**

TTUHSC El Paso shall enable individuals to be active participants in the decision-making process regarding the collection and use of their Personally Identifiable Information (PII).

### **Reason for Policy:**

The purpose of the Individual Participation & Redress (IP) policy is to address the need to make individuals active participants in the decision-making process regarding the collection and use of their Personally Identifiable Information (PII).

Entities Affected by this Policy are any and all users of Information Resources at TTUHSC El Paso.

### **What is covered in this Policy?**

The overall policy addresses the Institutional stance as it applies to TTUHSC El Paso in the areas of: consent, individual access, Redress, and User Feedback Management.

It is the stance of TTUHSC El Paso to ensure that there are safeguards in place aligned with NIST 800-53 and TAC 202 to ensure the protection, integrity, and confidentiality of information resources at TTUHSC El Paso.

### **Who Should Read this Policy?**

All individuals accessing, storing, viewing any TTUHSC El Paso information resources.

### **What happens if I violate this policy?**

Any person(s) violating TTUHSC El Paso Information Technology policies are subject to penalty under federal, state, and local legislation. Disciplinary actions are further outlined in HSCEP OP 56.50, Sanctions Policy.

## **IP-01: Consent**

TTUHSC El Paso:

- Provides means, where feasible and appropriate, for individuals to authorize the collection, use, maintaining, and sharing of PII prior to its collection;
- Provides appropriate means for individuals to understand the consequences of decisions to approve or decline the authorization of the collection, use, dissemination, and retention of PII;
- Obtains consent, where feasible and appropriate, from individuals prior to any new uses or disclosure of previously collected PII; and
- Ensures that individuals are aware of and, where technically feasible, consent to all uses of PII not initially described in the public notice that was in effect at the time the organization collected the PII.

Where technically feasible and a business reason exists, data/process owners are required to implement mechanisms to support itemized or tiered consent for specific uses of data.

## **IP-02: Individual Access**

TTUHSC El Paso provides individuals the ability to have access to their Personally Identifiable Information (PII).

Where technically feasible and a business reason exists, data/process owners are required to implement mechanisms to support access requests to users' PII.

### **IP-03: Redress**

TTUHSC El Paso provides a process for individuals to have inaccurate PII maintained by the organization corrected or amended, as appropriate.

Where technically feasible and a business reason exists, data/process owners are required to implement mechanisms to address end user redress issues.

### **IP-04: User Feedback Management**

TTUHSC El Paso implements a process for receiving and responding to complaints, concerns, or questions from individuals about the organizational privacy practices.

Where technically feasible and a business reason exists, data/process owners are required to implement mechanisms to address an end user feedback process.

All other IT Policies can be found at <https://ttuhscep.edu/it/policies/>

56.50 Sanctions Policy  
TAC §202.72, §202.73, §202.74, §202.75

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