

## 08-04-00 Privacy Policy

### PURPOSE

The purpose of this policy is to preserve the confidentiality of the data files and for compliance with all federal and state privacy acts.

The Chief Information Officer and each staff member is responsible for:

### POLICY

1. Staff members who are aware of any confidentiality of privacy violations will report the facts to their immediate supervisor. The problem must be corrected or reported to the Chief Information Officer who will take appropriate action.
2. If the problem cannot be corrected at the division level, it will be reported to the Vice President of Business and Finance for appropriate action.
3. Data files are to be treated as the private property of the originating office or department. Therefore, the decision about dissemination of the data elements is to be controlled by this unit and not by Technology Services. Violations of this policy will be reported to the originating unit.
4. All requests for information will be channeled through the office responsible for maintaining that data.
5. In accordance with TCA 8-4-119 subsection (c) and TBR instruction, "any confirmed or suspected unauthorized acquisitions of computerized data and any confirmed or suspected breach of a computer information system or related security system established to safeguard the data and computer information system" shall be reported to System-wide Internal Audit within five (5) working days using the template in Section X (Appendix) "Data Breach Report Memo.docx".

### CHANGE LOG

Date	Change	By
3/15/2021	Move to new format	PAK
8/18/2023	Changed the officer titles	BR

*Approved by President's Cabinet 6/14/21; updated 12/11/23*