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## **Introduction**

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This procedure defines the responsibilities of various members of Texas A&M University-Kingsville (TAMUK) management with respect to information security technology issues.

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## **Purpose**

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Effective security management programs must be employed to appropriately eliminate or mitigate the risks posed by potential threats to the University's information resources. Measures shall be taken to protect these resources against unauthorized access, disclosure, modification or destruction whether accidental or deliberate. Access to information resources must be appropriately managed and on a limited access basis.

This procedure specifies roles and responsibilities and is intended as a set of expectations to guide the management of information technology security and services across TAMUK.

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## **Electronic Information Resource Responsibilities Procedure**

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### **1. RESPONSIBILITIES**

- a. The TAMUK Chief Information Security Officer (CISO), in consultation with the Texas A&M University System (TAMUS) Chief Information Security Officer (SCISO), has been designated as the individual responsible for administering the TAMUK information security program in accordance with TAMUK rules and procedures, System policies and

regulations, and the Texas Administrative Code (TAC) Information Security Standards. The CISO:

- i. Reports directly to the CIO on all matters pertaining to IT security;
  - ii. Develops and maintains the University's information security program;
  - iii. Provides guidance to personnel with responsibilities for information security;
  - iv. Coordinates the design and implementation of processes and practices that assess and quantify risk;
  - v. Ensures systems are configured, operated, maintained, and disposed of in accordance with all relevant security guidelines;
  - vi. Ensures that security related functions and activities are performed;
  - vii. Is responsible for developing, recommending and establishing procedures and practices, in cooperation with information owners and custodians, necessary to ensure the security of information resources;
  - viii. Is responsible for monitoring the effectiveness of defined controls for confidential or sensitive information;
  - ix. Arranges for a biennial review of the institution's information security program in compliance with TAC 202 by individual(s) independent of the information security program;
  - x. Reports, at least annually, to the CEO or designated representative the status and effectiveness of information resources security controls;
  - xi. May issue exceptions to information security requirements. Any such exceptions shall be justified, documented, and communicated as part of the risk assessment process.
- b. The head or director of a College or Department shall be responsible for ensuring that an appropriate security program is in effect and is in compliance with TAMUS policies and regulations, and TAMUK Rules, Standards and Procedures for information systems owned and operationally supported by the department.
- c. Sensitive or confidential information maintained on an individual workstation or personal computer must be afforded the appropriate safeguards stated in the TAMUK Rules, Standards and Procedures. It is the responsibility of the operator, owner, or departmental personnel responsible for that workstation or personal computer to ensure that security measures are in place.

## 2. COMPLIANCE ASSESSMENT REPORTING

- a. Departments having ownership or custodial responsibility for electronic information systems will be subject to an annual security assessment performed by ITS. The risk assessment report is kept on file by ITS.

## References

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1. Texas A&M System Rule 29.01.03 Electronic Information Services Access and Security
  2. Texas Administrative Code 202, Subch. C, Information Security Standards for Institutions of Higher Education
  3. 29.01.99.K1 Information Resources
  4. Tex. Admin. Code Ch. 213, Electronic and Information Resources
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## Contact Office

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