29.01.99.K1   Information Resources

Approved: September 4, 2018
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Rule Statement

Texas A&M University-Kingsville (TAMUK) regards information resources as vital academic and administrative assets that are required to fulfill the mission of the university. The Chief Information Officer (CIO) and the Information Security Officer (ISO) are responsible for ensuring the confidentiality, integrity, availability, security, and efficiency of the university's information resources. The Electronic Information Resources Accessibility Coordinator (EIRAC) is responsible for overseeing the university's compliance with TAC 206, TAC 213, and Texas Government Code 2054, Subchapter M. Access to Electronic and Information Resources by Individuals with Disabilities

This rule establishes the authority and responsibilities of the CIO, the ISO, and the EIRAC and outlines the procedures that govern the use of information resources at TAMUK as required by System Policy *29.01, Information Resources.*

Definitions

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Rule

1. INFORMATION RESOURCES GOVERNANCE

    1.1. The president hereby designates the Associate Vice President for Information Technology/CIO as the Information Resource Manager (IRM) under Texas Administrative Code Ch. 211.

    1.2. Under Texas Administrative Code Ch. 202 and System Regulation *29.01.03, Information Security,* the president shall designate an ISO who has the explicit authority and duty to administer information security requirements in consultation with the Texas A&M University System Chief Information Security Officer (SCISO).

    1.3. The efficient and effective use of information resources is critical to the long-term success of the university. The CIO and ISO are responsible for ensuring that TAMUK and all information resource owners have implemented the required rules, procedures, standards

and guidelines for the appropriate management of information resources under their control, regardless of the funding source.

1.4. Under the direction of TAMUK administration, the CIO and ISO shall establish an information resources governance structure that:

(a) Identifies and coordinates the best source(s) of information technology hardware, software and services.

(b) Reduces non-productive redundancy across TAMUK.

(c) Consolidates resources including networks, hardware, systems and applications as appropriate.

(d) Oversees the security of TAMUK's technology infrastructure and information resources.

2. INFORMATION RESOURCES SECURITY

2.1. In accordance with System Policy *29.01, Information Resources,* and System Regulation *29.01.03, Information Security,* the CIO and the ISO will:

(a) Work within TAMUK's governance and compliance environment to develop all required rules, procedures and guidelines to ensure compliance with applicable laws, policy and regulations regarding information resources and security. This includes the development of TAMUK's information security program (System Policy *29.01, Information Resources, Section 2.3* and System Regulation *29.01.03, Information Security, Section 1.2*).

(b) Ensure that appropriate training, guidance and assistance is available to information owners, custodians and users.

(c) Conduct information security risk assessments.

(d) Conduct security awareness education and training.

3. ACCESSIBILITY OF ELECTRONIC AND INFORMATION RESOURCES

3.1. All faculty and staff shall comply with Texas Administrative Code Ch. 2016 (TAC 206) and Chapter 213 (TAC 213) and Texas Government Code 2054, Subchapter M. Access to Electronic and Information Resources by Individuals with Disabilities, this rule, and related guidelines in the development, procurement, maintenance, or use of electronic and information resources (EIR).

3.2. The president shall designate an EIR Accessibility Coordinator (EIRAC) to ensure compliance with this rule. In the absence of this designation, the CIO shall serve as EIRAC. Any request for an exception under TAC 213 must be submitted to the EIRAC for review and processing.

3.3. Compliance Plan

(a) The EIRAC and the EIR Accessibility Committee shall develop an EIR Accessibility Plan under which all new and existing EIR will be brought into compliance with TAC 206 and TAC 213, as applicable.

(b)   The EIR Accessibility Plan must guide compliance with this rule and detail and keep current EIR accessibility training, monitoring, and procurement guidelines.

(c)   The EIRAC shall oversee and provide training on compliance with TAC 206 and TAC 213, this rule, and the EIR Accessibility Plan.

3.4. Exceptions

(a)   The EIRAC shall review requests for exceptions under TAC 213, ensure that requests meet the requirements for an exception and forward requests to the Senior Vice President for Student Affairs and University Administration with a recommendation for approval or disapproval.

(b)   The Senior Vice President for Student Affairs and University Administration shall further review each exception request and forward the request to the president with a recommendation regarding approval.

(c)   The President will review and, if acceptable, approve exceptions to the TAC 213.37 rule.

(d)   The EIRAC shall maintain exception requests in accordance with the Texas A&M University System Records Retention Schedule.

3.5. Monitoring

(a)   The Executive Director of Strategic Sourcing and General Services (SSGS) shall monitor purchasing contracts, purchase orders, and procurement card purchases for compliance with TAC 213, this rule, and procurement procedures related to EIR.

(b)   The EIRAC shall oversee and monitor development, support, maintenance of EIR and compliance with this rule and TAMUK-wide compliance with TAC 206 and TAC 213.

3.6. The CIO and the Executive Director of SSGS shall provide the necessary technical and procurement procedures support to the EIRAC in fulfilling his or her responsibilities under this rule.

Related Statutes, Policies, or Requirements

1 Tex. Admin. Code Ch. 202, Subch. C, *Information Security Standards for Institutions of Higher Education*

1 Tex. Admin. Code Ch. 206, *State Websites*

1 Tex. Admin. Code Ch. 211, *Information Resources Managers*

1 Tex. Admin. Code Ch. 213, *Electronic and Information Resources*

System Policy *29.01, Information Resources*

System Regulation *29.01.03, Information Security*

System Regulation *29.01.04, Accessibility of Electronic and Information Resources*

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