29.01.99.W1 Information Resources

Approved August 29, 2017
Revised August 31, 2023
Next Scheduled Review August 31, 2028

Rule Summary

West Texas A&M University's electronic information resources are vital assets required to fulfill the mission of the University. This rule delineates information security governance at West Texas A&M University and establishes the roles and responsibilities required to ensure the availability, integrity, and confidentiality of information resources. The Chief Information Officer (CIO) and the Information Security Officer (ISO) are responsible for ensuring the confidentiality, security and efficiency of the university's information resources.

Reason for Rule

This rule is required by Texas A&M University System Policy 29.01 and formally establishes the authority and responsibilities of the Chief Information Officer (CIO) and the Information Security Officer (ISO) along with outlining the procedures which govern the use of information resources at West Texas A&M University.

Rule Procedures and Responsibilities

1. GENERAL

    1.1. At West Texas A&M University, the CIO shall fulfill the Information Resource Manager (IRM) roles and responsibilities under Texas Administrative Code (TAC) Chapter 211 unless otherwise delegated by the President.

    1.2. Under System Regulation 29.01.03, Section 3.1, the President or his or her appointed designee shall designate an ISO, under the supervision of the CIO and in consultation with the Texas A&M University System Chief Information Security Officer (CISO), to administer the information security requirements of TAC 202 and all applicable laws, policies and regulations regarding information resources and security.

    1.3. Effective security programs shall be implemented to mitigate risks posed by existing and/or potential threats to the University's electronic information resources. Measures will be taken to protect these resources against unauthorized access, disclosure, modification or destruction, whether accidental or deliberate.

    1.4. Under the direction of West Texas A&M University's President, 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 the University. (c) Consolidates resources including networks, hardware, systems and applications as

appropriate. (d) Ensures the security of the University'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 shall:

2.1.1. Work within West Texas A&M University'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 the University's information security program (System Policy 29.01 Information Resources, Section 2.3 and System Regulation 29.01.03 Information Security, Section 1.2).

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

2.1.3. Conduct annual information security risk assessments.

2.1.4. Conduct annual security awareness education and training.

3. ACCESSIBILITY OF ELECTRONIC AND INFORMATION RESOURCES

3.1. All faculty and staff shall comply with TAC 206 and TAC 213, 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, CIO, and appropriate purchasing official shall develop an EIR Accessibility Implementation 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 Implementation Plan must guide compliance with this rule and detail and keep current EIR accessibility training, monitoring, and procurement guidelines.

(c) The EIRAC, CIO and appropriate purchasing official shall oversee and provide training on compliance with TAC 206 and TAC 213, this rule, and the EIR Accessibility Implementation 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 CIO with a recommendation for approval or disapproval.

(b) The CIO shall further review each exception request and forward the request to the President with a recommendation regarding approval.

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

    3.5. Monitoring

        (a)   The appropriate purchasing official 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 and the CIO shall oversee and monitor development, support, maintenance of EIR and compliance with this rule and WTAMU-wide compliance with TAC 206 and TAC 213.

    3.6. The CIO and appropriate purchasing official 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

Tex. Admin. Code 202, Subchapter C, Information Security Standards for Institutions of Higher Education

Tex. Admin. Code 206, Subchapter C, Institution of Higher Education Websites

Tex. Admin. Code 211, Information Resources Managers

Tex. Admin. Code 213, Subchapter C, Accessibility Standards for Institutions of Higher Education

System Policy *29.01, Information Resources*

System Regulation *29. 01. 03, Information Security*

System Regulation *29. 01. 04, Accessibility of Electronic and Information Resources*

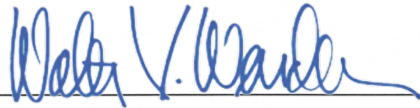The Texas A&M University System Information Security Standards

Revision History

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Revised August 29, 2020

Contact Office

Chief Information Officer 806-651-1240

Approval

Walter V. Wendler (signature)   09/05/23

Walter Wendler   Date
President/CEO

Approved for Legal Sufficiency:

Ray Bonilla (signature)   8/31/23
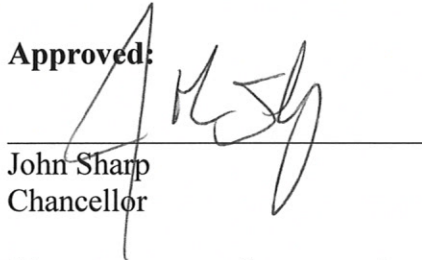
Ray Bonilla   Date
General Counsel

Approved:

John Sharp (signature)   8/31/23

John Sharp   Date
Chancellor

*System approvals are contingent upon incorporation of any and all System-required changes in the rule's final posting.