

## Security Incident Reporting and Response Policy

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### PURPOSE

Confidential personal information compromised by a security breach may lead to identity theft and invasion of privacy for affected individuals. The University may be required by law to take specific action in the event of a breach to the confidentiality of such information.

This document outlines the actions required for notification of and response to a security breach involving unencrypted personal information processed and/or maintained by the University.

### SCOPE

This policy applies to all Texas Wesleyan University employees and contractors who process, store, transmit or otherwise use confidential personal information entrusted to the University.

### POLICY

Actual or suspected security breaches involving confidential personal information must be reported immediately to the Chief Information Officer. Once the nature and extent of the breach has been determined, the University will notify affected individuals as necessary.

Personal information that is lawfully available to the public from a government record is not subject to this breach notification policy. In addition, personal information rendered unreadable to an unauthorized party through use of encryption is not subject to this breach notification policy. Accordingly, all computers and other electronic data storage devices where confidential personal information may reside must be protected in accordance with the Network Protection and Information Security Policy. Personnel who work with personal data also must follow the requirements set forth in the University's Records Management Policy.

Affected individuals shall be notified in a manner compliant with the State's Security Breach Notification Law.

### TERMS AND DEFINITIONS

**Confidential Personal Information** – an individual's first name or first initial and last name in combination with any one or more of the following items, if the name and the items are not encrypted:

- Social Security Number;
- Driver license number or government-issued ID number; or
- Account number or credit card number or debit card number in combination with any required security code, access code, or password that would permit access to an individual's financial account.

Confidential Personal Information also includes information that identifies an individual and relates to:

- The physical or mental health or condition of the individual;
- The provision of health care to the individual; or
- Payment for the provision of health care to the individual.

Confidential information does not include publicly available information that is lawfully made available to the general public from the federal government or a state or local government.

**Security Breach** - unauthorized acquisition of data that compromises the security, confidentiality, or integrity of confidential personal information maintained by the University, including data that is encrypted if the person accessing the data has the key required to decrypt the data.

## RELATED DOCUMENTS

Network Protection and Information Security Policy  
Security Breach Notification Laws by State  
Texas Wesleyan University Privacy Policy