

# OIS 17 – Standard for Information Services Expectation of Privacy

## I. STANDARD STATEMENT

The Standard for Information Services Privacy applies equally to all individuals granted access privileges to any UTSA information resource with the capacity to send, receive or store electronic mail.

## II. RATIONALE

This standard supports HOP Policy 8-12 Information Resources Use and Security Policy

## III. SCOPE

This standard applies to all UTSA faculty, staff, and students.

## IV. CONTACTS

The Office of Information Security  
informationsecurity@utsa.edu

## V. PROCEDURES

- A. Internal UTSA users (including faculty, staff, students, contractors and others) should have no expectation of privacy with respect to the use of information resources. The university may access and monitor its information resources for any purpose consistent with the university's duties and/or mission without notice. Electronic files created, sent, received or stored on computers and other information owned, leased, administered, or otherwise under the custody and control of UTSA, are not private. They may be accessed as needed for purposes of system administration and maintenance, for resolution of technical problems, for compliance with the Texas Public Information Act, subpoena, or court order and to perform audits.
- B. Third parties have entrusted their information to UTSA for business, learning and professional purposes. All users must do their best to safeguard the privacy and security of this information. The most important of these third parties is the individual student. Student account data, protected health information and educational record data are confidential, and access will be strictly limited based on a business need for access.

- C. To manage systems and to enforce security, University Technology Solutions (UTS) may log, review and otherwise utilize any information stored on or passing through the university's information systems in accordance with the provisions and safeguards provided in the UTS165 Standard 17.
- D. In suspected cases of abuse of information resources, the contents of any e-mail or file may be reviewed by authorized personnel.

## **IV. References**

- A. UTS165 Standard 14: Information Services (IS) Privacy.
  - a. <https://www.utsystem.edu/sites/policy-library/uts165-standards#s14>

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