

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 5	Information Management & Services	Effective:	June 2002
Section 5.8	Information Security	Revised:	March 2007
Policy 5.8.5	Information Security Incident Reporting	Responsibility:	Vice President and Chief Information Officer

INFORMATION SECURITY INCIDENT REPORTING

Overview

This policy is to provide policy and procedures for the timely reporting of computer information security incidents at the Health Science Center. This policy applies to all users of the Health Science Center computing resources, including faculty, staff, students, and all other authorized to use such resources through their association with the Health Science Center.

Policy

1. Each user of Health Science Center computing and information resources has a responsibility to report an information security incident.
 2. An incident that involves personal safety (e.g., threatening e-mail) should be reported directly to University Police.
 3. All other information security incidents shall be reported as soon as possible to a departmental technical service representative (TSR) who will contact Service Desk (Triage) (210) 567-7777 option 2. If the departmental TSR is unavailable, users should contact Triage directly or the Information Security hotline at (210) 567-5900. Information security incidents involving Veteran's Administration (VA) data must also be directly reported to the VA's Information Security Officer at (210) 617-5300, extension 1-4734.
 4. The Information Security Office (ISO) is responsible for appropriate incident response including appropriate follow-up and reporting. In circumstances where a reported security incident has significant institutional impact, the incident response will include the activation of a "Computer Incident Response Team" as prescribed in the *Handbook of Operating Procedures* (HOP), [Section 5.8.6](#), "Computer Incident Response Policy".
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