



UT System Administration Policy Library -- Policy UTS111

# Statement of Operating Policy Pertaining to Non-disclosure of Videoconference Information

Responsible Officer: Executive Vice Chancellor for Business Affairs

Sponsoring Office: Office of Technology and Information Services

Effective Date: February 1, 1995

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Next Scheduled Review: July 1, 2010

Errors or changes to: [policyoffice@utsystem.edu](mailto:policyoffice@utsystem.edu)

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## **POLICY STATEMENT**

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Personnel involved with any aspect of the production of administrative meetings conducted by videoconference for The University of Texas System are required to maintain the confidentiality of information obtained as a consequence of their involvement in a videoconference.

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## **RATIONALE**

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To maintain high quality productions, technical support staff schedule the logistical elements, operate audio/video equipment, and monitor videoconference productions. As employees of UT System, all technical support staff are prohibited from disclosing confidential and sensitive information to which they gain access as a result of videoconference assignments.

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## **SCOPE**

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All institutions and UT System Administration

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## **WEBSITE ADDRESS FOR THIS POLICY**

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<http://www.utsystem.edu/policy/policies/uts111.html>

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## **RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS**

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None

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## CONTACTS

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If you have any questions about UT System Administration Policy UTS 111, *Statement of Operating Policy Pertaining to Non-disclosure of Videoconference Information*, contact the following offices:

Subject	Office Name	Telephone Number	Email/URL
	Office of Technology and Information Services	512-499-4357	<a href="mailto:Help@utsystem.edu">Help@utsystem.edu</a> <a href="http://www.utsystem.edu/otis/">http://www.utsystem.edu/otis/</a>

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## DEFINITIONS

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None

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## RESPONSIBILITIES

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### **Videoconference Support Staff**

- Sign Nondisclosure Acknowledgment Statement and send to UT System Office of Technology and Information Services.

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## PROCEDURES

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1. Upon employment, and annually thereafter, videoconference support staff are required to sign a Nondisclosure Acknowledgment Statement containing the following text:

"I have read the Videoconference Nondisclosure Policy and I agree to abide by the terms of that policy. I understand that I am obligated to maintain the confidentiality of any information obtained as a result of my involvement with videoconference support. I understand that violation of this policy could result in disciplinary action and/or dismissal. "

2. Completed Nondisclosure Acknowledgment Statements are to be mailed to:

UT System Administration  
Office of Technology and Information Resources  
201 West 6th Street, 2nd Floor  
Austin, Texas 78701-3035  
Attention: Videoconference Coordinator

3. To reinforce the importance of this policy, the following text will appear on the videoconference reservation and reminder forms and will be broadcast via electronic mail to technical support staff on a semi-annual basis:

"Videoconference support staff are reminded that divulging information obtained from a videoconference violates The University of Texas System Videoconference Nondisclosure Policy."

"As a staff member involved with any element of the production of administrative videoconferences, you are responsible for the confidentiality of information to which you gain access while performing videoconference assignments."

"Violation of the Nondisclosure policy may result in disciplinary action and/or dismissal."

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## **FORMS AND TOOLS/ONLINE PROCESSES**

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None

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## **APPENDIX**

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None

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Keywords: videoconferences, confidentiality, videoconference, video conference

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