

1. Title

Nondisclosure of Videoconference Information

2. Policy

Sec. 1 Nondisclosure of Confidential Information. 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. As employees of U. T. System, all technical support staff are prohibited from disclosing confidential and sensitive information to which they gain access as a result of videoconference assignments.

Sec. 2 Acknowledgement Statement. Upon employment, and annually thereafter, videoconference support staff are required to sign a Nondisclosure Acknowledgment Statement containing the following text:

"I have read the Nondisclosure of Videoconference Information 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."

A substitution for the separate nondisclosure statement is an annual acknowledgement of the Memorandum of Special Trust signed by employees in technology positions.

Sec. 3 Filing of Statements. Completed Nondisclosure Acknowledgment Statements or substituted Memorandums of Special Trust should be maintained by each institution in compliance with their Records Retention Schedule.

Sec. 4 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 video conference contacts 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."

3. Definitions

None

4. Relevant Federal and State Statutes

None

5. Relevant System Policies, Procedures, and Forms

None

6. System Administration Office(s) Responsible for Policy

Office of Technology and Information Services

7. Dates Approved or Amended

February 1, 1995
July 6, 2010
April 5, 2011