



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

**HSC OP:** 02.05, **Confidentiality of Information on ADVANCE System**

**PURPOSE:** The purpose of this Health Sciences Center Operating Policy and Procedure is to assert the confidential nature of the information contained on the ADVANCE System and to set forth the procedures to be used for access to the information.

**REVIEW:** This Operating Policy and Procedure will be reviewed on April 1 of each even-numbered year (ENY) by the Vice Chancellor for Institutional Advancement, with recommendations for revisions forwarded to the Executive Vice President for Finance and Administration.

### **POLICY/PROCEDURE:**

1. **Confidentiality of Information.** Information on the ADVANCE System maintained by the Office of Institutional Advancement is private and confidential and can be used only in compliance with this Operating Policy and Procedure.
2. **Access to Information.**
  - a. The information on the Texas Tech University (TTU) System alumni and donor database is solely for use by employees of the TTU System and the Texas Tech Alumni Association. Unauthorized use of the information by any other person for any purpose, including, but not limited to, reproducing and storing in a retrieval system by any means, electronic or mechanical, photocopying or using the information for any private, commercial, or political mailing or application, is strictly prohibited and constitutes misappropriation of private information. Use and misuse of this data is also governed by the computer use laws and policies of the TTU System and all applicable state and federal laws. Misuse of the information can lead to disciplinary action.
  - b. Employees are required to sign a confidentiality statement at the start of their employment. Before employees are allowed access to the ADVANCE System, the system each time will require the user to again agree to the confidentiality of the information on the system.
3. **Release of Information.** The release of information contained on the ADVANCE System is controlled through the Office of Institutional Advancement. All requests from outside the TTU System must be submitted in writing and must state specifically the information requested. All such requests must be reviewed by legal counsel. Information will be released in accordance with and as required by the Open Records Act of the State of Texas.