

Information Technology

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1.0 Revision History

Version	Date	Author(s)	Change Description
1.0	10/17/2017	Lane Blanchard	Initial draft of policy
1.1	12/15/2018	Lane Blanchard	NONE
1.2	11/05/2019	Lane Blanchard	NONE
1.3	01/15/2021	Lane Blanchard	NONE
1.4	04/03/2023	Lane Blanchard	NONE. Verified Links

2.0 Policy Approval

Name of Approver: Shaima Coffey

Title of Approver: ISA and Executive Director

Approval Date: ?

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3.0 Purpose

The departments that comprise the College of Pharmacy maintain various types of restricted information. As such, information security is essential to protect the interests and confidentiality of not only the individual departments but the College, its customers, its clients, and its personnel. A written policy on confidentiality of sensitive data, medical records, and personnel records which ensures records are handled to preclude loss, tampering, alteration, destruction, and unauthorized disclosure of confidential information is available.

4.0 Policy Details

Records will be provided for client inspections that are pertinent to that Client's contract and will include access for appropriate state and federal agencies as required by law within a timely manner during the College of Pharmacy's regular business hours.

Records will be maintained for a period not less than seven (7) years for academic records and ten (10) years for patient records or otherwise according to state and federal compliance/records retention regulations and laws OR from the close of a contract/data use agreement DUA and retained longer if the records are under review or audit until the review or audit is complete.

There are designated personnel within the College of Pharmacy Information Technology department whom are designated to access records for audit requests and who oversee record retention.

5.0 Policy Compliance

5.1 Compliance Management

The College of Pharmacy Information Security Manager (ISM), or their designee, will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner and privacy committee.

5.2 Exceptions

The College of Pharmacy Information Security Manager (ISM), or their designee must approve any exception to the policy in advance.

5.3 Non-Compliance

An employee found to have violated this policy would be subject to disciplinary action, up to and including termination of employment.

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6.0 Policy Scope

This policy applies to all records, both electronic and physical, produced by the College of Pharmacy during the course of providing academic instruction or research. In addition, the policy encompasses all items produced during the delivery of academic instruction or research, including all documents, papers, letters, recordings, data processing software or other material, regardless of physical form, or characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.

7.0 Related Policies

- *IT-SEC-0007 E-Mail Policy*

8.0 Definitions

Restricted Information Data in any format collected, developed, maintained or managed by or on behalf of the university, or within the scope of university activities, which are subject to specific protections under federal or state law or regulations or under applicable contracts. Examples include, but are not limited to medical records, social security numbers, credit card numbers, Florida driver licenses, non-directory student records and export controlled technical data.

9.0 Supporting Information

- [Florida Public Records Law](#)
- [UF Public Records Guidance](#)