



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** Data Quality & Integrity (DI)

### **Policy Statement:**

TTUHSC El Paso shall implement controls to ensure Personally Identifiable Information (PII) collected and maintained by is accurate, relevant, timely, and complete for the purpose for which it is to be used.

### **Reason for Policy:**

The purpose of the Data Quality & Integrity (DI) policy is to enhance public confidence that any PII collected and maintained by TTUHSC El Paso is accurate, relevant, timely, and complete for the purpose for which it is to be used.

Entities Affected by this Policy are any and all users of Information Resources at TTUHSC El Paso.

### **What is covered in this Policy?**

The overall policy addresses the Institutional stance as it applies to TTUHSC El Paso in the areas of Data Quality and Data Integrity.

It is the stance of TTUHSC El Paso to ensure that there are safeguards in place aligned with NIST 800-53 and TAC 202 to ensure the protection, integrity, and confidentiality of information resources at TTUHSC El Paso.

### **Who Should Read this Policy?**

All individuals accessing, storing, viewing any TTUHSC El Paso information resources.

### **What happens if I violate this policy?**

Any person(s) violating TTUHSC El Paso Information Technology policies are subject to penalty under Federal, state, and local legislation. Disciplinary actions are further outlined in HSCEP OP 56.50 Sanctions Policy.

## **DI-01: Data Quality**

TTUHSC El Paso:

- Confirms to the greatest extent practicable upon collection or creation of Personally Identifiable Information (PII), the accuracy, relevance, timeliness, and completeness of that information;
- Collects PII directly from the individual to the greatest extent practicable; and
- Checks for, and corrects as necessary, any inaccurate or outdated PII used by its programs or systems.

Data/process owners are responsible for confirming the accuracy, relevance, timelines, and completeness of that information

## **DI-02: Data Integrity**

TTUHSC El Paso documents processes to ensure the integrity of PII through existing security controls.

TTUHSC El Paso's IT security personnel are responsible for documenting existing security controls

All other IT Policies can be found at <https://ttuhscep.edu/it/policies/>

56.50 Sanctions Policy  
TAC §202.72, §202.74, §202.75

Revised May 2018