



Travis County Technology & Security Policies

Assigned Security Responsibility Policy - HIPAA

Policy #: TC-ITS-105
Version #: 1.3

Approved By: Paul Hopingardner, County Executive, Technology & Operations
Effective Date: May 30, 2015

Accountability & Responsibility

This policy is governed by the accountability and responsibility section found [here](#).

Purpose

The purpose of this policy is to identify the HIPAA security official who is responsible for the development and implementation of the policies and procedures required by the HIPAA Security Rule 164.308(a)(2).

Policy

Travis County will assign final responsibility of security to one individual who will be referred to as the "Chief Information Officer," as is called out in Section 35.016, Information Systems Security Designee, of Travis County Code. The Chief Information Officer may further designate individual(s) on their behalf to conduct security duties on a day-to-day basis.

Procedure(s)

The Chief Information Officer's goal is to protect the confidentiality, integrity, and availability (CIA) of critical information assets at Travis County and to ensure compliance with applicable regulations.

Responsibilities of the Chief Information Officer (CIO), or their designee, the HIPAA Security Officer, and other ITS personnel given security responsibility, include (but are not limited to) the following:

- Ensuring all policies, procedures, and plans required by regulations are developed, implemented, and maintained as necessary.
- Monitoring changes in legislation that may affect Travis County and its security position.
- Monitoring changes and advances in technology that may affect Travis County and its security position.
- Performing technical and non-technical evaluations or audits on security processes in order to find and correct weaknesses and guard against potential threats to security.
- Acting as an internal consultant and potentially as an external spokesperson for Travis County in all issues related to security.
- Ensuring a system for reporting and responding to security incidents (as well as violations of regulations) is in place and functioning.
- Delivering, on an ongoing basis, security awareness training to all members of the workforce.

If the CIO, their designee, or the HIPAA Security Officer is not able to meet the requirements of this policy or is no longer affiliated with the organization, Travis County will assign these responsibilities to a new Chief Information Officer or HIPAA Security Officer. The appointment will not be left unfilled and will be documented with the Chief Information Officer Declaration Letter and organizational chart.

Policy Revision

Version	Purpose/Changes	Editor	Date
1.0	Travis County Information Technology Services Information Security Policies Creation	Randy Lott	05/30/2015
1.1	Added HIPAA to purpose statement.	ITS Policy Committee	10/11/2016
1.2	Updated name of CIO	Randy Lott	12/18/2017
1.3	Did not need to renumber since the number was the same and updated approver title.	Joyce Miller	11/20/2019