



INFORMATION TECHNOLOGY
The University of Oklahoma Health Sciences Center

Information Security Review Board Charter

Last updated on December 12, 2018

Introduction

Effective security departments partner with the business units to protect information assets of the University, assess and manage risk, enable new business initiatives, and support compliance efforts.

As OUHSC develops policy and practices to meet new regulations or to respond to threats, we will continually make decisions that are risk-based tradeoffs. These decisions need to be made by the appropriate stakeholders and information owners. To ensure that stakeholders impacted by security considerations are involved, an Information Security Review Board comprised of senior representatives at OUHSC has been established. This facilitates achieving the following:

- Developing a common vision regarding the objectives of the security program
- Broadening understanding of risks and the need for security
- Ensuring business needs drive the requirements for security
- Working towards consensus on priorities and risk based trade-offs
- Prioritizing security initiatives including people, processes and technology

Purpose

As a part of the University executive management, the OUHSC Information Security Review Board provides strategic direction and support for the information security program at the Health Sciences Center. The board provides leadership in the protection of information assets and technology in accordance with university business requirements and relevant laws and regulations.

Sponsorship

University of Oklahoma Health Sciences Center Office of the Provost and Deans' Council

Scope

Provide guidance and leadership to maintain and improve the confidentiality, integrity and availability of information assets within OUHSC campuses. The board may establish additional organizational structures to accomplish its goals.

Membership Structure

The board will be co-chaired by the OUHSC Director of Information Security Services and the Assistant Vice President and Chief Information Officer for Information Technology.

Executive level representatives from the following areas:

1. Office of the Provost
2. Office of the Vice President for Administration and Finance, Chief Financial Officer
3. Enterprise Risk Management
4. Office of Vice President for Research Administration
5. Office of the Bursar and Student Financial Services
6. University Office of Compliance
7. University Legal Counsel
8. University Privacy Official
9. University HIPAA Security Official
10. University Internal Audit
11. Human Resources
12. College of Medicine, Office of the Dean
13. College of Pharmacy, Office of the Dean
14. Department of Pediatrics
15. OU Tulsa Information Systems
16. OU Physicians, OKC
17. Senior Associate Vice President and Chief Information Officer, Information Technology
18. Director of Information Security Services, Oklahoma City campus

Board membership will be approved by the OUHSC Deans' Council and Provost.

The board will annually review membership and recommend changes after considering needs for continuity and expertise as well as the need to encourage change and opportunities to participate.

Administrative support will be provided by the Office of the Assistant Vice President for Information Technology.

Roles of the Board

1. Understand security program and structure.
2. Establish goals for the information security program.
3. Review information security risks and provide recommendations on security policies, procedures, and standards.
4. Recommend, review and prioritize information security projects and initiatives.

5. Communicate information security needs and sound practices to business units and executive management.
6. Review the performance and effectiveness of the information security program.

Meeting Schedule

Meetings will be held monthly or on an as needed basis. Video conferencing will be utilized to minimize travel and increase participation.

Meeting Agenda

An agenda will be drafted by the committee co-chairs with consultation from committee members, staff, and other stakeholders. The draft agenda will be distributed to committee members several days preceding the meeting. Feedback will be incorporated into the final draft agenda.

Attendance

All members of this committee are needed to actively participate. Regular attendance for meetings as well as involvement in special activities is important to satisfy the many responsibilities of this committee. If unable to attend please send a representative.

Committee members may invite additional attendees to participate as appropriate.

Work groups and ad hoc teams

From time to time the board may need to involve additional expert resources beyond the board membership. The co-chairs may designate ad hoc teams to conduct specific work and report back to the board. Ad hoc teams may include non-board members that are subject matter experts.

One board co-chair will be selected to provide leadership and direction to the ad hoc team(s) while performing assignment(s). In any use of ad hoc teams, the responsibility for all final recommendations rests solely with the membership of the board as defined above.

Communication

Meeting notes and action items will be documented at each board meeting. Following each meeting, the administrative support staff will distribute the documents to the co-chairs for review. The resulting document, and other materials, will be distributed to the board members prior to the next meeting. During the next meeting, the documents will be approved

Revision History

Randy Moore updated "Membership Structure" section based upon membership changes as of December 12, 2018