

2012.01 Overall Responsible Party for HIV/STD Surveillance Data

Policy Number	2012.01
Effective Date	April 1, 2008
Revision Date	September 16, 2024
Subject Matter Expert	Privacy Coordinator
Approval Authority	HIV/STD Section Director
Signed by	<i>D'Andra Luna</i>

1.0 Purpose

The purpose of naming an overall responsible party (ORP) is to increase program accountability for data security.

2.0 Authority

CDC National Center for HIV/AIDS, Viral Hepatitis, STD, and TB Prevention Data Security and Confidentiality Guidelines (December 2011).

3.0 Definitions

Overall Responsible Party (ORP) – A high-ranking official who accepts overall responsibility for implementing and enforcing data security standards. This official has the authority to make decisions about program operations that might affect programs accessing or using the data and serves as a point of contact for public health professionals regarding security and confidentiality policies and practices.

4.0 Responsibilities

The ORP is responsible for protecting data as programs collect, store, analyze, and release it. The ORP also must certify annually that security programs meet the requirements of the CDC National Center for HIV/AIDS, Viral Hepatitis, STD, and TB Prevention Data Security and Confidentiality Guidelines.

5.0 Policy

The CDC HIV/AIDS Surveillance Cooperative Agreement and the CDC National Center for HIV/AIDS, Viral Hepatitis, STD, and TB Prevention Guidelines require each grantee to have a policy in place that names the person or persons who are the ORP.

D'Andra Luna, Section Director of the HIV/STD Section, Department of State Health Services (DSHS), is the ORP for the state of Texas. DSHS must report the name of the individual, rather than an organizational position, to the Centers for Disease Control (CDC) annually.

6.0 Revision History

Date	Action	Section
9/16/2024	Changed to reflect change in ORP and grammar	All
10/2/2017	Changed to reflect change in ORP.	2
9/1/2017	Changed "TB/HIV/STD Unit" to "TB/HIV/STD Section" to reflect new program designation	-
9/12/2016	Revised to reflect change in ORP and unit wide responsibility and not just surveillance	1, 2, 3, 6
9/3/2014	Converted format (Word to HTML)	
2/29/2012	Updated to reflect change to a unit-wide policy and identify the new ORP	All
4/1/2008	New Policy (HIV/STD-300.001)	N/A