

<p style="text-align: center;">Nutrition Services Department of State Health Services</p>

Effective: January 1, 2017

Policy No. AUT:08.0

Acceptable Use Agreement Policy

Purpose:

WIC information and information resources are valuable assets that must be protected from unauthorized disclosure, modification, use, or destruction. The purpose of the revised Health and Human Services (HHS) Acceptable Use Agreement (AUA) is to assure that staff understand and adhere to all requirements concerning the use of WIC information resources.

Authority:

State Policy

Policy:

Local Agencies (LA) must ensure that information and resources maintain their integrity, confidentiality, and that their availability is not compromised. All LA Staff shall sign the Acceptable Use Agreement (as defined below) documenting their acceptance of computer usage requirements.

Definitions:

Information resources - the procedures, equipment, and software that are employed, designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information by LA staff to and from State Office.

Acceptable Use Agreement (AUA) – a required form for staff to sign agreeing to adhere to state agency policies and procedures for the use of state resources. The link to the form is:

<http://hscx.hsc.texas.gov/sites/extranet/files/docs/it/forms/hhs-aua.pdf>

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Procedures:

- I. All persons who access WIC systems through an assigned WIC issued User ID shall sign the Acceptable Use Agreement located at the link below:

[http://hscx.hsc.texas.gov/sites/extranet/files/docs/it/forms/hhs-
aia.pdf](http://hscx.hsc.texas.gov/sites/extranet/files/docs/it/forms/hhs-
aia.pdf)

Forms shall be signed prior to staff being granted new user accounts. Required fields on page 7 of the AUA include:

- Signature on the "HHS Contractor Signature" line
- Printed name on the "HHS Employee/Contractor Name Printed" line
- Local Agency Name on the "HHS Agency and Department or Division" line
- Date Agreement signed on the "Date Agreement Signed" line

In addition, staff are asked to initial each page of the document as per the requirement to "acknowledge all pages of this agreement".

- II. The LA shall retain all signed Acceptable Use Agreement forms to be available for audit/review. Refer to Records Retention **Policy GA:03.0**.
- III. LA Directors shall apply for new user accounts by sending an email to WICClinics@dshs.texas.gov.

All LA Staff shall complete a Security Awareness & Computer Usage Security training within 30 days of hire and annually thereafter. (Refer to **Policy TR:03.0**)