

**The University of Texas at Austin
Intercollegiate Athletics
Sensitive Information Form**

The policy of The University of Texas Intercollegiate Athletics is that special precautions must be taken to protect sensitive information from unauthorized modification, deletion and/or dissemination.

Sensitive information is defined as: all information whether public or confidential, in any form or on any media, written or verbal, and includes, but is not limited to, items such as:

- medical records, some of which are covered by Health Insurance Portability and Accountability Act of 1996 (HIPAA),
- educational records, some of which are covered by the Family Educational Rights and Privacy Act (FERPA),
- business, operational, or financial information of the department,
- personnel information,
- investigations of NCAA rules and regulations,
- information covered by common law privacy rights,
- knowledge related to the competitiveness of sports teams, and
- any information designated as sensitive by a supervisor.

In all instances, disclosure of sensitive information should be limited to those departmental employees who have a “need to know” to accomplish their job duties unless specifically approved by the executive staff member or their designee where the information resides. For more information on the social media guidelines for The University of Texas, please see <http://www.utexas.edu/know/directory/guidelines/>.

Any sensitive information used or disclosed in an unauthorized manner may lead to disciplinary action, up to and including termination of employment.

By signing below, I am affirming that I read, understand and will adhere to the Sensitive Information Policy of UT Athletics. I understand my failure to do so may result in disciplinary action and/or possible termination of my employment.

Name of Employee (printed)	Name of Employee (signed)	Date Signed
Name of Supervisor (printed)	Name of Supervisor (signed)	Date Signed