

# **FAMIS**

## ***Policy for Security Breaches***

### **Allegations**

Allegations of a security breach will result in suspension up to 30 days pending the investigation of the facts.

### **First Offense**

The first offense will result in suspension up to 30 days. Also, the offender shall receive a written reprimand. Copies of the reprimand will be distributed to the Vice President of Finance and Administration, Dean of Director of the offender, Internal Audit, and Security Control Analyst.

Other action may be taken in accordance to the federal and state law (Chapter 33 Section 1, Title 7 of the Texas Penal Code), depending on the severity of the breach

The FAMIS Security Form will be signed for re-access to FAMIS.

### **Second Offense**

Access will be denied for one year from the time breach is discovered.

Other action may be taken in accordance to the federal and state law (Chapter 33 Section 1, Title 7 of the Texas Penal Code), depending on the severity of the breach.

The FAMIS Security Form will be signed for re-access to FAMIS.

### **Third Offense**

Access will be permanently denied.

Other action may be taken in accordance to the federal and state law (Chapter 33 Section 1, Title 7 of the Texas Penal Code), depending on the severity of the breach.

[Access Request Form](#)