I. PURPOSE

This standard reflects East Carolina University’s commitment to apply appropriate sanctions against workforce members who fail to comply with its security policies and procedures.

II. AUTHORIZATION AND ENFORCEMENT

Health Care component management and/or administrator(s) are responsible for monitoring and enforcing this policy, in consultation with the ECU IT Security Officer, ECU HIPAA Security Officer, and ECU HIPAA Privacy Officer.

III. STANDARD

East Carolina University’s workforce members must comply with all applicable security policies and procedures. ECU must have a formal, documented process for applying appropriate sanctions to workforce members who do not comply with its security policies and procedures. Sanctions must be commensurate with the severity of the non-compliance with university security polices and procedures.

IV. APPLICABILITY

This standard is applicable to all workforce members, departments, and health care components that use or disclose electronic protected health information for any purposes. This standard’s scope includes all protected health information in electronic form.
V. PROCEDURE

1. ECU must have a formal, documented process for applying appropriate sanctions against workforce members who do not comply with its security policies and procedures.

2. The identification and definition of such sanctions are defined in the applicable ECU’s policies to include but are not limited to the ECU Academic Computer Use Policy and University Student and Employee Computer Use Policy.

3. Sanctions can include but are not limited to:
   a. Suspension
   b. Required retraining
   c. Letter of reprimand
   d. Termination

VI. COORDINATING INSTRUCTIONS

1. All section policies, standards and procedures will be reviewed annually. Every section policy, standards and procedure revision/replacement will be maintained for a minimum of six years from the date of its creation or when it was last in effect, whichever is later. Other East Carolina University, University of North Carolina system, or state of North Carolina requirements may stipulate a longer retention.