



STANDARD OPERATING PROCEDURE

SOP Number: CRI.SOP.SDLC-004	Title: Encryption	
Version No.: 1.0	Effective Date: October 24, 2023	Page 1 of 2
Supersedes Version: N/A Dated: N/A	REQUIRED APPROVALS BELOW	
CRI Director:	DocuSigned by: Bill Sams	Date: 10/25/2023
CISIL Approver 1:	DocuSigned by: Bill Sams	Date: 10/25/2023
CISIL Approver 2:	DocuSigned by: Stephen Hargrove	Date: 10/30/2023

1.0 Purpose

This procedure describes the encryption procedures used by Clinical Research Informatics.

2.0 Scope

This procedure covers any CRI activity, device, data, or data stream with an encryption requirement.

3.0 Responsibility

- 3.1 CRI Director: responsible for ensuring that all faculty and staff are trained on and comply with this procedure.
- 3.2 Technical Director: responsible for ensuring systems are managed according to federal, state, and local standards.
- 3.3 Senior Manager: performs all functions related to tracking activities, manages resource allocation required for the software development process, and is the Technical Director's primary backup.
- 3.4 CRI Faculty and Staff: responsible for procedure compliance.

4.0 References

- 4.1 UT System: UTS 165 Information Resources Use and Security
- 4.2 UT Health San Antonio Handbook for Operating Procedures (HOP): HOP 5.8.22 Data Protection

5.0 Acronyms and Definitions

Term	Definition
Encryption	The process of encoding information
SOP	Standard Operating Procedure
UTHSA	University of Texas Health San Antonio

6.0 Procedure

- 6.1 CRI defers to UTHSA HOP 5.8.22 *Data Protection* for all encryption requirements and standards.
 - 6.1.1 CRI may deviate from 5.8.22 when any project or contract requirements specify a stronger level of encryption or encryption procedures.

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7.0 SOP Deviations

Deviations from this and all SOPs are handled according to CRI.POL.001 *Clinical Research Informatics Quality Management System (QMS)*.

8.0 Review & Revisions

Review and revisions of this and all SOPs are handled according to CRI.POL.001 *Clinical Research Informatics Quality Management System (QMS)*.

9.0 Attachments

10.0 Revision History

Version No.	Revision Date	Description of Revision

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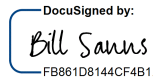
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Stephen Hargrove
hargroves@uthscsa.edu
Security Level: Email, Account Authentication (None)

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Signed: 10/30/2023 8:29:31 AM

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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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