

Effective Date: December 21, 2020

Retired:

Revised:

Approved by: James E.K. Hildreth, Ph.D., M.D.
President & Chief Executive Officer



Subject: Software and Services Approval Policy

PURPOSE:

Review and approval by the Meharry Medical College Information Technology Governance Council (ITGC) are required prior to the acquisition or renewal of any software or third-party (non-MMC-Office of Information Technology) information technology services to ensure that (1) they do meet or exceed regulatory statutes and best practices, (2) they do not duplicate other software or services already in use by the College, (3) they do not present a security risk to the College, and (4) they do not impose an unmanageable burden of support on current available resources.

POLICY STATEMENT:

The Information Technology Governance Council (ITGC) will be comprised of representatives from the MMC schools, the Office of Information Technology, and the College Compliance Office, with *ex officio* representatives attending as guests depending on the software or services under review. The Executive Vice President (EVP) serves as the chair of the ITGC. The review by ITGC will include compliance with all applicable legislation (e.g., Accessibility, HIPAA, FERPA) as well as best practices to protect the confidentiality, integrity, and availability of information through an appropriate information security controls process.

Vetting third-party service providers to the institution as capable of maintaining appropriate safeguards and requiring them to do so by contract will be part of this review. These policies and procedures apply to all College purchases of information technology software and services at Meharry Medical College.

DEFINITIONS:

Information Technology Services are human resources and technology that provide for the storage, computing, distribution, and communication of MMC data.

Software is the entire set of programs, procedures, and related documentation associated with a computer system.