

# STATE OF ALABAMA

## Information Technology Policy

### **POLICY 602-00: INFORMATION SECURITY FOR SERVICE PROVIDERS**

---

The State of Alabama receives information technology services and support from contractors, vendors, and business partners (herein referred to as "service providers"). It is important to manage service provider access and to establish contract language and agreements that ensure the security and confidentiality of State information and systems.

#### **OBJECTIVE:**

Ensure the appropriate levels of security for all data acquired, accessed or maintained by, and all systems supported or provided by, external service providers.

#### **SCOPE:**

This policy applies to all Executive Branch agencies, boards, and commissions except those exempt under The Code of Alabama 1975 (Title 41 Chapter 4 Article 11).

#### **RESPONSIBILITIES:**

##### **Agency Management, Information Technology Organization:**

- Include information security requirements in contract documents and statements of work.
- Ensure service providers adhere to all applicable State and agency information security policies and standards. Include a statement to this affect in contract documents.
- Ensure service provider protection of State data is compliant with applicable State and agency standards.
- Ensure that service provider systems or software placed on State-managed networks or systems are configured to comply with applicable State and agency information security policies and standards.
- Ensure service provider access to information technology resources is limited to only the minimum privilege and access level required to complete their tasks.
- Ensure that all service provider personnel with access to Sensitive or Confidential information sign a Non-Disclosure Agreement (NDA).

##### **Information Services Division:**

- Review contract proposals and/or statements of work to ensure information security requirements are addressed and meet State minimum standards.
- Review service provider security controls (when requested by the contracting agency) to ensure compliance with applicable State information security policies and standards.

*By Authority of Director, Information Services Division, Department of Finance*

**DOCUMENT HISTORY:**

Version	Release Date	Comments
600-02	12/05/2005	Original document
600-02_A	06/08/2006	Revised Objective and changed NDA requirement.
602-00	05/31/2011	New document number; new format, added review responsibilities for ISD.