

STATE OF ALABAMA

Information Technology Policy

POLICY 600-01: INFORMATION SECURITY

This policy communicates to all State of Alabama employees the commitment to information security. This policy, applicable laws, and other relevant State, agency, and system policies govern the appropriate use of electronic processing, data, and communications resources provided by the Information Services Division (ISD) of the Department of Finance.

OBJECTIVE:

Define the responsibility of all State personnel who access any State-managed information system resources (“users”) for ensuring information security policies, standards, and procedures are adhered to and enforced, ensure the availability of critical information systems for authorized access and use, and ensure that critical information systems are protected from unauthorized access or use.

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:

Information Services Division (ISD):

- Establish statewide information security policies, standards, and procedures
- Review annually and revise as necessary all statewide information security policies, standards, and procedures
- Monitor agency and end user compliance with information security policies, standards, and procedures

Agency Management, Information Technology Organization:

- Establish agency policies, standards, and procedures consistent with state information security policies, standards, and procedures (agency policies may contain additional or stricter requirements but may not reduce any of the requirements prescribed in state-level policies)
- Ensure all users are made aware of State and agency information security policies, standards, and procedures prior to being granted access to information technology resources.
- Ensure users acknowledge having read the security policies, understand what is required of them, and are committed to comply with those policies and the supporting standards and procedures
- Ensure users acknowledge that if they fail to comply with IT policies they may be subject to disciplinary action
- Designate a primary and alternate point of contact for information security
- Report any security incidents in accordance with incident reporting procedures
- Monitor end user compliance with state information security policies, standards, and procedures

Individual Information Technology User:

- Adhere to all information security policies, standards, and procedures
- Report any security incidents in accordance with incident reporting procedures
- Report violations of security policies, standards, and procedures to agency management

ENFORCEMENT:

Employee conduct or behavior while using any State-managed information system must comply with ISD information security policies. Violation can result in disciplinary action up to and including termination. Conduct or communications which violate State or Federal laws will not only be grounds for immediate termination, but may also subject the employee to criminal prosecution. Suspected violators of any laws, including copyright laws and FCC regulations, involving information services provided by the State of Alabama will be reported to the appropriate agency head and/or the Attorney General of Alabama for investigation and appropriate legal action. Some policy non-compliances may be punishable under The Code of Alabama 1975 (Section 13A-8-100 through 13A-8-103), Alabama Computer Crime Act. Such cases will be referred to the appropriate authorities. Other policy non-compliances by users shall be handled in accordance with the applicable disciplinary guidelines established by the user's agency. ISD will determine on a case-by-case basis when policy non-compliance is sufficient grounds to deny the user access to information services.

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

DOCUMENT HISTORY:

Version	Release Date	Comments
600-00	12/05/2005	Original document
600-00_A	1/12/2007	Corrected Code references under "Authority"
600-00_B	5/29/2007	Added requirement to annually review policies, standards, and procedures; reformatted document.
600-00_C	1/13/2011	Added requirements from Policy 600-01: Commitment to Information Security (hereby rescinded)
600-01	5/16/2011	New number and format. Moved "Authority" references to Policy 100: Information Technology Policies.