

STATE OF ALABAMA

Information Technology Policy

Policy 600-00_Rev A: 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.

OBJECTIVES:

1. Define the individual user's responsibility for ensuring information security policies, standards, and procedures are adhered to and enforced
2. Ensure the availability of critical information systems for authorized access and use
3. Ensure that critical information systems are protected from unauthorized access or use

SCOPE:

This policy applies to all state agencies, boards and commissions with the exception of the Department of Education and the Alabama State Legislature.

RESPONSIBILITIES:

Information Services Division

1. Establish statewide information security policies, standards, and procedures
2. Monitor agency and end user compliance of information security policies, standards, and procedures

Agency Management, Information Technology Organization

1. Establish agency policies, standards, and procedures that adhere to state information security policies, standards, and procedures
2. Report any security incidents or violations of security policies, standards, and procedures
3. Monitor end user compliance with state information security policies, standards, and procedures

Individual Information Technology User

1. Adhere to all information security policies, standards, and procedures
2. Report any security incidents or violations of security policies, standards, and procedures

ENFORCEMENT:

Authority

State of Alabama Code, Acts 1973, No. 1299, Section 41-4-220 through 41-4-224
State of Alabama Code, Acts 1990, No. 90-553, Section 41-4-280 through 41-4-293
State of Alabama Code, Acts 2000-715, Section 16-61D-1 through 16-61D-6

Reporting

Users will report any security-related issues to their immediate supervisor, manager, or as outlined in the applicable information security policy, standard, or procedures.

Non-Compliance

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), 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.

Signed by Jim Burns, Chief Information Officer

Policy History

Version	Release Date	Comments
Original	12/05/05	
Rev A	1/12/2007	Corrected Code references under “Authority”