

Information Technology Resource Management Council (ITRMC)

ENTERPRISE POLICY – P4000 ACCESS SECURITY POLICIES

Category: P4110 – AGENCY IT SECURITY COORDINATOR

CONTENTS:

- I. [Authority](#)
- II. [Abstract](#)
- III. [Policy](#)
- IV. [Contact Information](#)
- V. [Time Line](#)

I. AUTHORITY

Authority: Idaho Code § 67-5745(C)(3)

II. ABSTRACT

The purpose of this policy is to ensure each State agency has a security program and has designated an IT Security Coordinator to lead the agency's (or institution's) efforts in developing and administering the agency's security program.

III. POLICY

1. Each agency shall have a security program and shall designate an IT Security Coordinator who shall have the responsibility to develop, coordinate, and administer the security program for the agency. An alternate IT Security Coordinator should also be designated to assist and/or assume the duties of the primary, as necessary.
 - A. On an annual basis, the contact information for the primary (and alternate) IT Security Coordinator shall be updated and reported to the ITRMC Staff.
2. The responsibilities of the agency IT Security Coordinator shall be as follows (at a minimum):
 - A. Serve as the agency's primary point of contact for all IT security issues;
 - B. Coordinate the development and implementation of agency security policies, standards, processes, and procedures;
 - C. Disseminate security alerts to appropriate agency IT administrators and staff;
 - D. Promote information security awareness throughout the agency;

- E. Coordinate periodic agency security risk assessments, vulnerability assessments, and security testing, as appropriate;
- F. Coordinate agency incident response and reporting;
- G. Participate, as appropriate, in the designing, planning, procuring or upgrading of agency technologies;
- H. Inform agency executive management of information security activity and risks; and
- I. Participate in statewide IT Security Coordinator forums and training.

IV. CONTACT INFORMATION

For more information, contact the ITRMC Staff at (208) 332-1876.

V. TIME LINE

Immediate Implementation.

Date Established: June 30, 2004

Last Revised: