

Idaho Technology Authority (ITA)

ENTERPRISE POLICY – P4000 ACCESS SECURITY POLICIES

Category: P4110 – AGENCY IT SECURITY COORDINATOR

CONTENTS:

- I. [Authority](#)
- II. [Abstract](#)
- III. [Definitions](#)
- IV. [Policy](#)
- V. [Exemption Process](#)
- VI. [Procedure Reference](#)
- VII. [Contact Information](#)
[Revision History](#)

I. AUTHORITY

Authority: Idaho Code § 67-833

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. DEFINITIONS

There are no definitions for this policy.

IV. 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 ITA 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.

V. EXEMPTION PROCESS

Refer to ITA Policy ([P1010](#)) Information Technology Policies, Standards, and Guidelines Framework.

VI. PROCEDURE REFERENCE

Guidelines for Agency IT Security Coordinator are detailed in ITA Guidelines: [G510 – Cyber Security Incident Reporting Template](#), [G520 – Cyber Security Alert Indicator](#), [G560 – Passwords](#) and [G570 – Patching & Vulnerability Management](#).

VII. CONTACT INFORMATION

For more information, contact the ITA Staff at (208) 605-4064.

REVISION HISTORY

07/01/18 – Updated Idaho statute references.

07/01/13 – Changed “ITRMC” to “ITA”.

6/16/09 – Added Definitions, Exemption Process, Procedure Reference and Revision History to this policy; changed the layout and deleted Timeline.

Date Established: June 30, 2004