Risk Management Policy

Policy #: 4000-025

Version #: 2.0

Approved By: Jillian Balow, Superintendent, State of Wyoming Department of Education

Effective Date: May 1, 2016

Purpose:
The purpose of this policy is to implement security measures sufficient to reduce risks and vulnerabilities to a *reasonable and appropriate level* to comply with impacted regulations.

The objective of performing risk management is to enable State of Wyoming, Department of Education (WDE) to accomplish its mission by:

• Better securing systems that store, process or transmit student, teacher, and Personally Identifiable Information (PII) data
• Enabling management to make well-informed risk management decisions to justify the expenditures that are a part of the IT and other budgets
• By assisting management in authorizing or evaluating systems on the basis of supporting documentation resulting from the performance of risk management

Scope:
This policy applies to all WDE workforce members including, but not limited to full-time employees, part-time employees, trainees, volunteers, contractors, temporary workers, and anyone else granted access to sensitive information by WDE. All workforce members are responsible for the security of protected information.

Policy:
Risk management is the process of identifying risk, assessing risk, and taking steps to reduce the risk to an acceptable level.

Risk management related activities are essential to help identify critical resources needed to support WDE and the likely threat to all such resources.

WDE, in collaboration with the Department of Enterprise Technology Services (ETS), will conduct an accurate and thorough assessment of the risks and vulnerabilities to the confidentiality, integrity, and availability of sensitive information held by WDE.

Risk analysis activities will be conducted at least once a year and must result in a comprehensive Risk Assessment Report that summarizes the risks, vulnerabilities to the confidentiality, integrity and availability of sensitive information. This report must also identify recommended safeguards and prioritize all such risks and vulnerabilities.

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The principal goal of WDE's risk management policy is to protect the organization, especially its student, teacher, and PII data and its ability to perform its mission.

Responsibilities:
The WDE Information Security Officer (ISO) has the responsibility to:

- Ensure that appropriate risk analysis covering, at a minimum, all sensitive information are performed at a frequency of at least once per year
- Approve risk mitigation plans, risk prioritization, and the elimination or minimization of risks
- Facilitate timely actions, decisions and remediation activities

The WDE ISO must be supported by all system owners, data owners and other managers to identify and prioritize risks to sensitive information. Risk management is an essential management function at WDE.

Compliance:
Failure to comply with this or any other security policy will result in disciplinary actions as per HR Policy. Legal actions also may be taken for violations of applicable regulations and standards such as state and federal rules to include the Family Educational Rights and Privacy Act (FERPA).

Procedure(s): None

Form(s): None

References:
- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99); http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

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Policy History: Initial effective date: May 1, 2016