Security Management Process Policy

Policy #: 4000-028

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, prevent, detect, contain, and correct security violations.

Scope:
This policy applies to all State of Wyoming Department of Education (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:
Security management process refers to the creation, administration, and oversight of policies to address the full range of security issues and to ensure the prevention, detection, containment and correction of security violations.

WDE will create, administer and oversee policies to ensure the prevention, detection, containment and correction of security violations. WDE, will develop security policies to identify core activities in the areas of risk analysis, risk management, sanctions and information system activity review.

Responsibilities:
The WDE Information Security Officer (ISO) is responsible for the establishment of accountability, management controls (policies and education), electronic controls, physical security, and penalties for the abuse and misuse of its assets including sensitive information.

The WDE ISO is responsible for leading compliance activities in the areas of:

- Risk analysis
- Risk management
- Sanction policy
- Information system activity review

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):

- Information system activity review procedure

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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