

Clyde Saiki, Chief Administrative Officer  
Authorized Signature

**Number:** AS-PT-04-008  
**Issue Date:** May 26, 2004

**Topic:** Agency-wide Policy – Information Security

**Transmitting (check the box that best applies):**

- New Policy   
  Policy Change   
  Policy Clarification   
  Executive Letter  
 Administrative Rule   
  Manual Update   
  Other: \_\_\_\_\_

**Applies to (check all that apply):**

- All DHS employees                     
  County Mental Health Directors  
 Area Agencies on Aging                     
  Health Services  
 Children, Adults and Families                     
  Seniors and People with Disabilities  
 County DD Program Managers                     
  Other (please specify):

Policy/Rule Title:	Information Security Awareness Policy		
Policy/Rule Number(s):	AS-090-004	Release No:	1.0
Effective Date:	May 17, 2004	Expiration:	N/A
References:			
Web Address:	<a href="http://www.dhs.state.or.us/policy/admin/security/090_004.htm">http://www.dhs.state.or.us/policy/admin/security/090_004.htm</a>		

**Discussion/Interpretation:** Establishes the requirement for security awareness and education for DHS workforce members. To ensure that DHS workforce members are informed of the importance of protecting confidential and sensitive information held by DHS and to meet state and federal regulations.

**Implementation/Transition Instructions:** Requires DHS to develop an information security awareness and education component, DHS managers to hold annual awareness sessions with their staff, and requires employees to acknowledge they have been informed of their responsibilities and where to locate current policies. DHS will be initiating the SECURE IT! training that includes a video, facilitators guide and participant handouts June 1, 2004. All current staff will be required to attend an awareness session. Managers will be expected to conduct a SECURE IT! session with staff they supervise by September 1, 2004. All new employees, thereafter, will receive Information Security training at the time of their orientation.

**Training/Communication Plan:**

- Policy Transmittal Communication to managers/supervisors.
- SECURE IT! Distribution – working with cabinet assistants, program Admin Supports and Business Experts.
- Update web site.
- All Staff message.

**Local/Branch Action Required:**

- Hold SECURE IT! Sessions and address Information Security sometime before Sept 1, 2004.
- Obtain signatures of current employees who participate in SECURE IT! Training.
- Initiate employee registration on DHS training online registration to track SECURE IT! attendance.
- Include Information Security in New Employee Orientation.

**Central Office Action Required:**

- Communication to managers
- SECURE IT! Video distribution – ISO
- Periodic communications – ISO/Public Affairs

**Field/Stakeholder review:**     Yes     No

**If yes, reviewed by:** Information Security and Administrative Policy Teams, Labor Council, variety of cluster program and field representatives.

**Filing Instructions:** No paper copies are distributed for filing. DHS Agency-wide policies are located on the DHS web site at <http://www.dhs.state.or.us/policy/admin/>

*If you have any questions about this policy, contact:*

<b>Contact(s):</b>	Debbie Bowers		
<b>Phone:</b>	503-945-6815	<b>Fax:</b>	503-947-5396
<b>E-mail:</b>	<a href="mailto:debbie.bowers@state.or.us">debbie.bowers@state.or.us</a>		