

**SUBJECT  
INFORMATION  
TECHNOLOGY  
SECURITY**

**POLICY NUMBER  
8.01**



**POLICY MAINTENANCE ADMINISTRATOR:** Information Security Manager

**PURPOSE/SCOPE:** To educate members about their responsibilities to protect the department's data and information technology resources by complying with all department information security policies, standards and procedures.

## **I. AUTHORITY**

Chapter 119, Florida Statutes, Public Records.

Section 281.301, Florida Statutes, Security systems; records and meetings exempt from public access or disclosure.

Section 282.318, Florida Statutes, Security of data and information technology.

Chapter 815, Florida Statutes, Computer-Related Crimes.

Chapter 60GG-2, Florida Administrative Code, Information Technology Standards

Chapter 60L-36, Florida Administrative Code, Conduct of Employees.

Governor's Executive Order 19-11 on Ethics, Open Government, and Preventing Sexual Harassment, effective January 8, 2019

## **II. RELATED POLICIES** (<http://hsmvsafetynet/hsmvpolicies/Pages/PolicyIndex.aspx>)

MP 3.06, Disciplinary Process

MP 3.08, Ethics and Personal Responsibility

MP 3.12, Department Fraud

MP 8.03, Acceptable Use of Information Technology Resources

MP 8.04, Requesting Information Technology Services

MP 8.07, Security Breach of Personal Information

MP 9.03, Providing Records to the Public

MP 10.11, Communication Equipment and Service Acquisition and Use

MP 13.01, NTIS Limited Access Death Master File

Information Security Policy Manual (Members are required to review, acknowledge and adhere to the practices and procedures for information security prescribed within the manual.)

<b>Executive Director</b> SIGNED ORIGINAL ON FILE	<b>Effective Date</b> 06/15/1990
<b>Page</b> 1 of 2	<b>Revision Date</b> Re-Certified 10/29/2020

<b>SUBJECT</b> <b>INFORMATION TECHNOLOGY SECURITY</b>	<b>POLICY</b> <b>8.01</b>	<b>PAGE</b> <b>2 of 2</b>
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### III. DEFINITIONS

- A. Information Technology (IT) Resources – Department computer hardware, software, services, communications, supplies, personnel, facility resources, maintenance and training.
- B. User – Any authorized individual (including contractors and vendors) who uses the department's Information Technology Resources.

### IV. POLICY

Each member is required to annually complete and pass an online Information Security training module and acknowledge their understanding and acceptance of the responsibilities defined in the Information Security Policy Manual. Members or users who do not comply with these requirements are subject to disciplinary action, up to and including termination.

### V. PROCEDURES

For a comprehensive review of Information Technology practices and procedures, please see the Information Security Policy Manual available online. All content within the Information Security Policy Manual is confidential and exempt from public access or disclosure as specified in section 282.318, Florida Statutes.