



Wyoming

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edu.wyoming.gov
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Assigned Security Responsibility Policy

Policy #: 4000-003

Version #: 2.0

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

Effective Date: January 5, 2015

Purpose:

The purpose of this policy is to identify the Information Security Officer (ISO), who is responsible for the development and implementation of the policies and procedures required to implement a functional, secure data environment. This individual's ultimate goal is to protect the confidentiality, integrity, and availability of critical information assets (CIA) at the State of Wyoming, Department of Education (WDE) and to ensure compliance with the impacted regulations.

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 student information. In addition, some third parties such as contractors or vendors may be required to abide by parts or all of this policy as indicated in contractual requirements.

Policy:

WDE will assign final responsibility of security to one individual who will be referred to as the WDE ISO.

Responsibilities of the ISO include (but are not limited to):

- Ensuring all policies, procedures, and plans required by regulations are developed, implemented, and maintained as necessary
- Monitoring changes in legislation that may affect WDE and its security environment
- Monitoring changes and advances in technology that may affect WDE and its security environment
- Performing technical and non-technical evaluations or audits on security processes in order to find and correct weaknesses and guard against potential threats to security
- Acting as an internal consultant and external spokesperson for WDE in all issues related to security
- Ensures a system for reporting and responding to security incidents (as well as violations of regulations) is in place and functioning
- Ensure, on an ongoing basis, security awareness training to all members of the workforce.

If the WDE ISO is not able to meet the requirements of this policy, or is no longer affiliated with the organization, the WDE Leadership will assign these responsibilities to a new ISO. The appointment will be documented appropriately.



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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 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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