

# Office of Information Technology Policy

## Enterprise Information Security Policy

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### Policy:

Responsibility and authority for information management shall be established and maintained by each State Agency. The Agency's Chief Executive Officer / Secretary or equivalent is designated as the owner of that Agency's information and as such must practice due care and due diligence to ensure the confidentiality, integrity and availability of that information. Although this responsibility is often delegated to lower level management, this individual is also responsible for ensuring that all aspects of the organization's planning, development, classification and operation comply with applicable enterprise policies and standards.

### Scope:

All entities under the authority of the Office of Information Technology, pursuant to the provisions of R.S. 39:15.1, et seq., must comply with this policy, which includes all departments, boards, and commissions within the executive branch and higher education institutions. Examples of State Agencies are DPS, WLF, DOA, LSU-S, Gambling, ULL, Cosmetology Board, etc.

### Responsibilities:

Each State Agency is responsible for the following:

- Classification of computer data (refer to IT Bulletin 08-02 Data Classification Guideline)
- Confidentiality, integrity and availability of computer data
- Access controls that are appropriate for the level of data classification
- Developing, maintaining and regular testing of a disaster recovery/business continuation plan
- Employee awareness training relative to information security
- Assigning responsibilities to implement this policy

### Related Policies, Standards, Guidelines:

[IT Bulletin 08-02 Data Classification Guideline](#)

### Owner:

OIT Security

### Effective Date:

July 27, 2009