

**Office of the Chief Information Officer
Enterprise Policy**

Policy Number: CIO-085

Effective Date: 08/01/2005
Reviewed Date: 11/03/2014

Subject: Agency Security Contact

Policy Statement: The intent of this policy is to ensure the establishment of a formal communications link between COT and the organizational entities that use COT services. Each organizational entity will establish an agency security contact person to receive and act upon communications of security-related issues vital for network operations.

Policy Maintenance: The Commonwealth Office of Technology, Office of Infrastructure Services, Division of Communications, Security Administration Branch has the responsibility for the maintenance of this policy. Organizations may choose to add to this policy as appropriate, in order to enforce more restrictive standards. Therefore, employees are to refer to their organization's internal policy, which may have additional information or clarification of this enterprise policy. All CIO policies are on an annual review cycle.

Authority: KRS 42.726 authorizes the Commonwealth Office of Technology (COT) to develop policies that support and promote the effective application of information technology within the executive branch of state government, as well as information technology directions, standards, and necessary management processes to assure full compliance with those policies.

Applicability: This policy is to be adhered to by all all staff including employees, contractors, consultants, temporaries, volunteers, vendors and other workers within the Executive Cabinet that use the Kentucky Information Highway (KIH) network.

Responsibility for Compliance: Each organization is responsible for ensuring that the provisions of this policy are followed, and that its employees are aware of this policy.

Review Cycle: This policy will be reviewed at least every two years.

Definitions:

KIH – Kentucky Information Highway, any version.

Organization – For purposes of this policy, an organization is defined as follows: Within the executive branch, with the exception of the General Government Cabinet, "organization" means each cabinet as a whole, rather than the separate agencies within the cabinet. Within the General Government Cabinet, the term "organization" refers to each unique agency or constitutional office within the General Government Cabinet. Within the legislative and judicial branches of government, the term "organization" refers to each branch as a whole.

Policy: This policy is written pursuant with Agency Contact Memorandum #2004-0602, dated June 25, 2004.

All organizations that utilize the Kentucky Information Highway (KIH) are required to appoint an individual to serve as the agency security contact. The security contact will serve as the focal point for security related issues specifically affecting each organization. Cabinets within the Executive Branch, with the exception of the General Government Cabinet, should have a single contact for each cabinet, rather than separate contacts for each agency within the cabinet. Each agency or constitutional office within the General Government Cabinet should appoint its own security contact. The legislative and judicial branches of government should appoint a single contact for each branch.

The Commonwealth Office of Technology will communicate to the agency security contact issues of importance regarding the security of the state's communication network and computing infrastructure. This includes such things as network/device blocks due to virus infections, other disruptions affecting the network, critical software patches, and changes in our nation's Homeland Security Threat Level. In many cases the communications will require some action or response from the organization, but in some cases the communications may be informational in nature. It is important for the individuals named to be able to act and respond in a timely manner to the information received, based on each organization's established policies and procedures.

If possible, prior to the departure or reassignment of an organization's security contact, organizations should appoint another security contact to assume this responsibility. In the event an advance appointment is not practical, organizations should appoint another security contact as soon as possible. Organizations should also ensure that this responsibility is met at all times by naming a temporary agency security contact when the primary security contact must be away from the office for vacation, training, extended illness, or other reasons.

References:

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