

Aug. 4, 2006

To: All DHS employees

From: Kyle Miller, administrator, Information Security Office

Re: Audit and assessment requests

One of the jobs of the DHS Information Security Office is to audit and assess the security of the department's "information assets." An information asset is any information -- written, verbal, oral or electronic -- that is of value to the department. It can include information created by DHS, gathered for DHS, or stored by DHS for external parties.

As part of an information audit or assessment, ISO may need to ask for information from DHS staff, managers, contractors or volunteers. These requests can come via e-mail or in some other form. Individuals who receive a request from ISO are required to provide the information solicited.

Some employees, when they receive such a request, have misinterpreted it as a "phishing" or scam e-mail. It's good to be alert to the possibility of non-legitimate requests for work-related information. Anyone who has security concerns about the information requested should contact: Security, DHSinfo in GroupWise.

We appreciate your support and prompt response when these requests come to your attention.

Kyle E. Miller

Information Security Officer

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