

**September 15-16, 2009 OWEB Board Meeting
Executive Director Update #C-1: Information Security Plan**

Background

Information security is the protection of information from a wide range of threats in order to ensure business continuity, ensure privacy of information, and minimize business risk. Information security is achieved by implementing a set of controls, including policies, plans, processes, procedures, structures, and functions.

The statewide Information Security policy (#107-004-052) effective as of July 30, 2007, directs each state agency to establish a plan to initiate and control the implementation of information security within the agency and manage risk associated with information assets. Plans must include processes to identify and classify information assets, applicable state directives and legal regulatory requirements, information security roles and responsibilities, employee security awareness and training elements, and policies that govern agency information security activities. Each agency should develop a plan that supports its mission and business goals while considering the information assets it holds, their value to the organization, and the steps necessary to protect the information.

Oregon Administrative Rule 125-800-0005(20) requires all agencies to complete information security plans and submit them to the Department of Administrative Services (DAS) for approval. Plans were due by July 30, 2009.

OWEB Information Security Plan

Staff attended DAS-sponsored training on developing information security plans in October of 2008. Staff have begun developing the foundational policies and plans necessary to develop and implement an OWEB Information Security Plan, however, because of limited staff resources and the focus on strategic planning, OWEB’s plan was not completed prior to the deadline. The table below describes the current status of OWEB’s efforts as of August 10, 2009.

| Required Information Policies or Plans | Status |
|---|-------------------|
| Acceptable Use of State Information Assets Policy | Complete (2008) |
| Controlling Portable and Removable Storage Devices Policy | Draft August 2009 |
| Employee Security Policy and Plan | Draft August 2009 |
| Information Assets Classification Plan | Draft April 2009 |
| Information Security Incident Response Policy | Complete (2009) |
| Transporting Information Assets Policy | Draft July 2009 |
| Business Continuity Plan | Need to Complete |

The policies and plans described above will then be incorporated into the OWEB Information Security Plan by December 31, 2009.

Staff Contact

If you have questions or need additional information, please contact Melissa Leoni, Senior Policy Coordinator, at melissa.leoni@state.or.us or 503-986-0179.