

January 21-22, 2009 OWEB Board Meeting
Executive Director Update #D4: OWEB 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, 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 Service (DAS) for approval. Plans are due on or before July 30, 2009.

OWEB Information Security Plan

Staff attended DAS-sponsored training on developing information security plans in October of 2008. We are currently coordinating development of specific plan elements with the Oregon Economic and Community Development and Water Resources departments, because of the file server, email, and web hosting services provided to OWEB by each agency. Staff have also identified a process and schedule for implementing the plan shown in the table below.

Information Plan Steps	Timeline
Coordination with OECDD/WRD	December 2008 – February 2009
Meet with managers about policies	January 2009
Policy review and development	January – February 2009
Organize agency work group	February 2009
Draft Plan	March 2009
Internal review of plan by managers	April – June 2009
DAS review of plan/Plan revisions	July 2009
Submission of plan	July 30, 2009

Staff anticipate updating the Board on development of the OWEB Information Security Plan at upcoming Board meetings.

Staff Contact

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