Information Security

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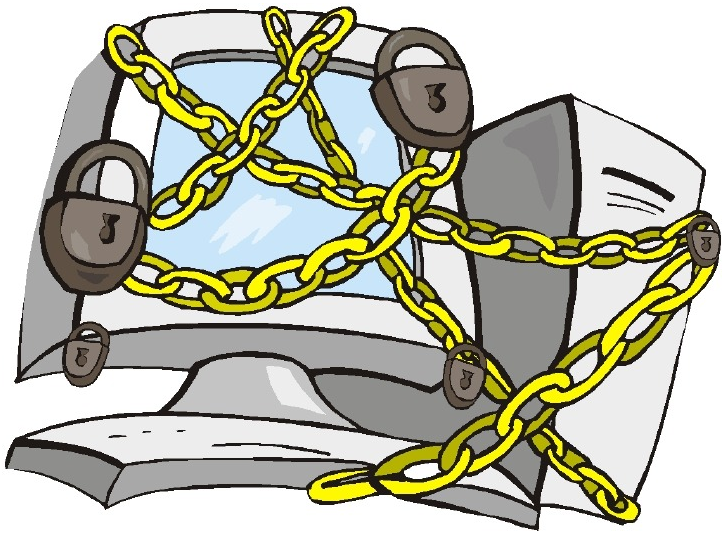
BETTER FOOD FOR BETTER LIVING

Agenda

- Information Security
  - Who, What, When, Where, Why and How.
- Exhibit E, Attachment 1

What is a Information Security?

- Information Security is maintaining the confidentiality and security of Confidential Data compiled for the CDSS.



What is Confidential Data?

- Client Information
  - Name
  - Date of Birth
  - Social Security Number
  - Phone Number
  - Any personal identifier

Who is Responsible?

- We are all responsible for information security.

Why is Information Security Important?

- Protect the clients
- Protect your organization
- Protect yourself

How to Protect Confidential Data?

- Locking up documents
- Locking computers
- Discussion in an enclosed room
- Reporting Incidents

Exhibit E, Attachment 1

- Confidentiality Agreement Review
  - It is the responsibility of the contractor to review the Confidentiality Agreement with all staff working with confidential data.
  - Subcontractors are responsible to review the Confidentiality Agreement with all of their staff working with confidential data.

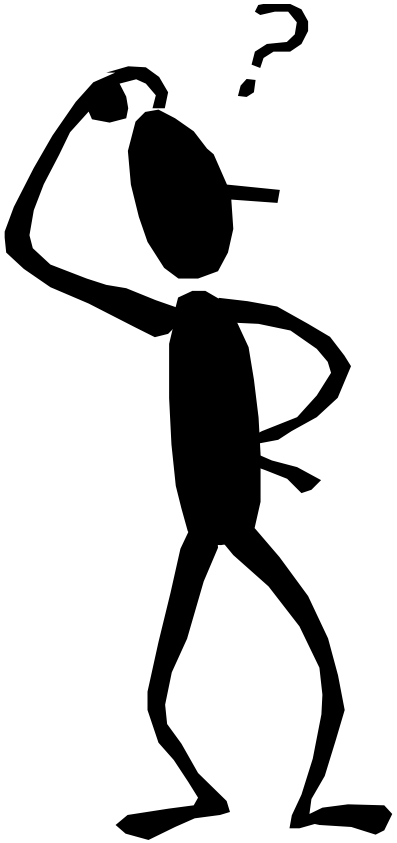
Confidentiality Agreement Review

- Review with your staff:
  - State and Federal Laws
  - CDSS Confidentiality and Security policies
  - Your organization’s Confidentiality and Security policies.
  - Unauthorized use of CDSS confidential data is a crime

Annual Notification

- Contractors
  - Provide to CDSS, in January of each calendar year.
- Subcontractors
  - Provide to contractor, in January of each calendar year.

Technical Assistance

- If you have any questions, please contact your program analyst.

Questions?