

# STATE OF ALABAMA

## Information Technology Policy

### **POLICY 681-00: INFORMATION PROTECTION**

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All information is important but protecting all information to the same degree is inefficient and impractical. Information needs to be protected in accordance with established security objectives. Organizations should categorize all information and information system resources and protect accordingly to ensure the security objectives of confidentiality, integrity, and availability.

#### **OBJECTIVE:**

Establish the basis for assigning an appropriate level of security to the processing, storage, and transmission of State of Alabama information resources.

#### **SCOPE:**

This policy applies to all Executive Branch agencies, boards, and commissions except those exempt under The Code of Alabama 1975 (Title 41 Chapter 4 Article 11).

#### **RESPONSIBILITIES:**

##### **Information Services Division (ISD):**

- Specify in State Standards a minimum set of information categories and minimum protection requirements for each category
- Ensure appropriate levels of protection are applied to information and information system resources by developing standards and procedures for determining and implementing minimum security requirements based on the information protection category

##### **Agency Management, Information Technology Organization:**

- Define agency-specific information protection categories based on agency requirements and State standards
- Assist information owners with assessing the information protection category of their resources
- Communicate information protection requirements throughout agency and to all information custodians
- Audit to ensure compliance with State and agency policies, standards, and procedures

##### **Information Owners shall:**

- Assess information and information system resources, and assign the required information protection category
- Ensure information and information system resources are protected commensurate with their information protection category

##### **Information Custodians shall:**

- Ensure information and information system resources are protected in accordance with the information owner's agreed upon requirements

#### **ADDITIONAL INFORMATION:**

Information Technology Standard 681S1: Information Protection

[http://cybersecurity.alabama.gov/documents/Standard\\_681S1\\_Information\\_Protection.pdf](http://cybersecurity.alabama.gov/documents/Standard_681S1_Information_Protection.pdf)

Information Technology Standard 681S2: Protecting Personally Identifiable Information  
[http://cybersecurity.alabama.gov/documents/Standard\\_681S2\\_Protecting\\_PII.pdf](http://cybersecurity.alabama.gov/documents/Standard_681S2_Protecting_PII.pdf)

Information Technology Standard 681S3: Media Sanitization  
[http://cybersecurity.alabama.gov/documents/Standard\\_681S3\\_Media\\_Sanitization.pdf](http://cybersecurity.alabama.gov/documents/Standard_681S3_Media_Sanitization.pdf)

Information Technology Dictionary  
[http://cybersecurity.alabama.gov/documents/IT\\_Dictionary.pdf](http://cybersecurity.alabama.gov/documents/IT_Dictionary.pdf)

*By Authority of Director, Information Services Division, Department of Finance*

**DOCUMENT HISTORY:**

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680-01	6/8/2006	Original document
681-00	09/01/2011	Replaces Policy 680-01; number and format change only