

Workforce Solutions Information Security Standards and Guidelines

Acceptable Use

Computer data, hardware, and software are Workforce Solutions property. All information passing through Workforce Solutions network, which has not been specifically identified as the property of other parties, will be treated as a Workforce Solutions asset. Unauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft of this information is prohibited.

Every information system privilege that has not been explicitly authorized is prohibited. Information entrusted to Workforce Solutions will be protected in a manner consistent with its confidentiality and in accordance with all applicable standards, agreements, and laws.

All Workforce Solutions employees, Local Workforce Development Board staff, volunteers, private providers of services, contractors, vendors, representatives of other agencies of state government, and any other person or entity granted access to Workforce Solutions information resources must comply with the following standards set forth below and elsewhere in Workforce Solutions Information Security Standards and Guidelines as they are updated:

1. All User activity on Workforce Solutions information resources is subject to logging and review.
2. Software installed or executed within Workforce Solutions systems and/or networks must be approved.
3. Users leaving their computers unattended must either lock access to their workstations or logoff.
4. Users must not share their passwords, Personal Identification Numbers (PIN), Security Tokens (e.g., Smartcard), or similar information or devices used for identification and authentication purposes.
5. Users must not operate a public peer-to-peer file sharing system to transfer files or use Instant Messaging to communicate with others.
6. Any Workforce Solutions Information Resources User who becomes aware of a weakness, incident, misuse or violation of any policy related to the security and protection of those resources must report such to their area's management as soon as possible.
7. Users may not attempt to access any data, program, or system for which they do not have approved authorization or explicit consent.

8. Users of Workforce Solutions Information Resources must protect all account information that may allow access to any system under the authority of Workforce Solutions. This includes account identifiers, passwords, personal identification numbers, access tokens or any other information, or device used for User identification and/or authorization.
9. The use of any unapproved, unlicensed or otherwise unauthorized software is prohibited. This includes any activity that adversely affects the functionality of a User's workstation or violates software license requirements.
10. Users must not intentionally access, create, store, or transmit any material that may be offensive, indecent, or obscene unless such action is specifically within the scope of job duties for their position.
11. Any activity which may harass, threaten or abuse others, degrade the performance of information resources, deprive or reduce an authorized User's access to resources or otherwise circumvent any security measure or policy is prohibited.
12. Users must not purposely engage in unauthorized activity that may circumvent the department computer security measures.
13. The unauthorized copying of otherwise legal and licensed software is prohibited. Unauthorized duplication of software may be a violation of copyright laws.
14. A User shall not use any Workforce Solutions information resource in such a manner that she may gain personal benefit.
15. Users must use appropriate safeguards to protect state-owned software and hardware from damage, loss, or theft.
16. If a User is in possession of a department owned or leased computer that is used off-site, at the User's home, or at any location not under the authority of Workforce Solutions, that User must follow the same policies, standards and guidelines established for use of such equipment located at or in any Workforce Solutions location.
17. Any User of Workforce Solutions owned or leased equipment used in an environment out of the authority of Workforce Solutions must protect that equipment from use and abuse by non- Workforce Solutions approved Users. Users of such equipment must not allow the use of such equipment by any family member or other non-employee or unauthorized User.
18. Users of Workforce Solutions information resources must not engage in any act that would violate the purposes and goals of Workforce Solutions as specified in its governing documents, rules, regulations, and procedures.

Account Management

Account Management establishes the standards for the creation, monitoring, control, and removal of User accounts. The Account Management standard shall apply equally to all User accounts without regard to their status or category.

User accounts are the means by which access is granted to Workforce Solutions information resources. Accounts are granted to Workforce Solutions employees, Board staff, volunteers, vendors, contractors, students and others determined to have a need. These accounts assist in establishing accountability for systems use and are a key component in the protection of data; its confidentiality and integrity.

1. All Users must sign Workforce Solutions Information Resources Usage Agreement before access is given to an account. Additional documentation may also be required.
2. Users of Workforce Solutions systems must have on file a signed Workforce Solutions Information Resources Usage Agreement and such agreement shall be reaffirmed at the beginning of each new contract year thereafter.
3. All Users must complete the Texas Workforce Commission IT Security Awareness training within thirty days of hire and at the beginning of each new contract year thereafter.
4. All Users must complete the Texas Workforce Commission TWC Fraud Prevention and Detection training within thirty days of hire and at the beginning of each new contract year thereafter.
5. All accounts must be identifiable using a unique User ID.
6. Accounts, other than service/maintenance accounts, must uniquely identify a specific User.
7. Account access levels will be reviewed, at a minimum, every month for appropriateness. Appropriateness shall be reviewed and affirmed by the appropriate Local Information Security Officer.
8. Workforce Solutions Information Security staff:
 - a. Are responsible for adding, modifying, disabling or deleting the accounts of individuals with access to Workforce Solutions Information Services, and
 - b. Provide a list of accounts for the systems they administer when requested by authorized Workforce Solutions management, and
 - c. Cooperate with authorized Workforce Solutions management investigating security incidents.
9. Local Information Security Officers are established at career offices, contractor management

offices and at the Board office.

Duties of Local Information Security Officers:

Office LISO Local Information Security Officer—staff responsible for Information Security and accuracy at the career office level

Contractor LISO—staff responsible for Information Security and accuracy at the contractor administration level

Board LISO—staff responsible for Information Security and accuracy at the Board level

Office LISO

1. The Office LISO must have a designated backup in the office to perform Office LISO duties when the Office LISO is not available.
2. If not performed by the Contractor LISO, the Office LISO must provide a security orientation to the user and both must sign the appropriate security documents. This must be done when the user is hired and during the annual re-certification of users. The original security documents must be transmitted to the Board LISO. (A copy may be kept at the career office and/or the contractor's office.)
3. The Office LISO has the responsibility to add, remove, and reset passwords for the RACF system for users attached to the career office.
4. The Office LISO is responsible for ensuring that all staff with access to Workforce Solutions Information Resources complete the TWC IT Awareness Training within 30 days of hire of hire and at the beginning of each new contract year thereafter. Each user will print the certificate at the end of the training session and submit it to the Office LISO, who will maintain a file of all certificates for monitoring review.
5. The Office LISO is responsible for ensuring that all staff with Workforce Solutions Information Resources complete the TWC Fraud and Prevention and Detection training within 30 days of hire and of hire and at the beginning of each new contract year thereafter. Each user will print the certificate at the end of the training session and submit it to the Office LISO, who will maintain a file of all certificates for monitoring review.
6. The Office LISO will manage users attached to Workforce Solutions information services by accessing Workforce Solutions user database. When adding a user to the user database, the Office LISO will first query Workforce Solutions user database to determine if the user is already in the database or is a new user. If the user is already in the database, the Office LISO will input the appropriate data changes and request the appropriate changes to access rights. If the user is new, the Office LISO will input the appropriate data and request the appropriate access rights.

7. The Office LISO must reconcile the users recorded in Workforce Solutions user database attached to that career office to the users stationed at that career office. This reconciliation must occur no later than the 4th working day of every month. Corrections shall be processed through the User Database. Once all office corrections are posted by the Office LISO, she will email Workforce Security that the reconciliation is complete

8. In the event a user will no longer be working at a career office, the Office LISO must update Workforce Solutions user database before the end of the last workday of that user at that office.
If the user is transferring from one location to another location managed by the same contractor:
 - a. The Office LISO from the departing office will update the user database by removing office location.
 - b. The Office LISO at the user's new office will update the user database by adding the office location and will review the data systems to which the user has access to determine if all are appropriate and will take action to add or remove access as appropriate.If the user will no longer be employed by the contractor, the Office LISO must update the user's status, remove location and employer attachments and note the removal of access to Workforce Solutions data systems.

Contractor LISO

1. The Contractor LISO must have a designated backup in the office to perform Contractor LISO duties when the Contractor LISO is not available.

2. The Contractor LISO may provide a security orientation to the user and both must sign the appropriate security documents. This must be done when the user is hired and during the annual re-certification of users. The original security documents must be transmitted to the Board LISO. (A copy may be kept at the career office and/or the contractor's office.)

3. The Contractor LISO will add, remove, and reset passwords for the RACF system for users attached to the contractor's administrative office.

4. The Contractor LISO is responsible for ensuring that all staff with access to Workforce Solutions Information Resources complete the TWC IT Awareness Training within 30 days of hire and of hire and at the beginning of each new contract year thereafter. Each user will print the certificate at the end of the training session and submit it to the Contractor LISO, who will maintain a file of all certificates for monitoring review.



5. The Contractor LISO is responsible for ensuring that all staff with access to Workforce Solutions Information Resources complete the TWC Fraud Prevention and Detection Training within 30 days of hire and of hire and at the beginning of each new contract year thereafter. Each user will print the certificate at the end of the training session and submit to the Contractor LISO, who will maintain a file of all certificates for monitoring review.
6. The Contractor LISO will query Workforce Solutions user database to determine if the user is already in the database or is a new user. If the user is already in the database, the Contractor LISO will input the appropriate data changes and request the appropriate changes to access rights. If the user is new, the Contractor LISO will input the appropriate data and request the appropriate access rights.
7. The Contractor LISO must reconcile the users recorded in Workforce Solutions user database attached to the administrative office to the users stationed at that office. Corrections shall be processed through the User Database. Once all office corrections are posted by the Contractor LISO, she will email Workforce Security that the reconciliation is complete. In addition, if the contractor operates career offices, the Contractor LISO must ensure the users at each career office are reconciled. This reconciliation must occur no later than the 4th working day of every month.
8. In the event a user will no longer be working at an administrative office, the Contractor LISO must update Workforce Solutions database before the end of the last workday of that user at that location.
 - a. If the user is transferring from one location to another location managed by the same contractor, then updating location assignment is required
 - b. If the user will no longer be employed by the contractor, the Contractor LISO must inactivate the user.

Board LISO

1. The Board LISO must have a designated backup in the office to perform Board LISO duties when the Board LISO is not available.
2. The Board LISO must assure that each Board user is provided a security orientation and the appropriate security documents are signed. This must be done when the user is hired and during the annual re-certification of users. The original security documents must be retained by the Board LISO.
3. The Board LISO will add, remove, and reset passwords for the RACF system for users attached to the Board administrative office and for Office LISO and Contractor LISO staff.

4. The Board LISO is responsible for ensuring that all Board staff with access to Workforce Solutions Information Resources complete the TWC IT Awareness Training within 30 days of hire and of hire and at the beginning of each new contract year thereafter. Each user will print the certificate at the end of the training session and submit it to the Board LISO, who will maintain a file of all certificates for monitoring review.
5. The Board LISO is responsible for ensuring that all Board staff with access to Workforce Solutions Information Resources complete the TWC Fraud Prevention and Detection Training within 30 days of hire and of hire and at the beginning of each new contract year thereafter. Each user will print the certificate at the end of the training session and submit it to the Board LISO, who will maintain a file of all certificates for monitoring review.
6. The Board LISO is responsible for updating Workforce Solutions user database directly for users attached to the board office and for updating Workforce Solutions user database with information transmitted from the Office LISO's and the Contractor LISO's. In addition, the Board LISO takes steps to add access to the appropriate Workforce Solutions databases as requested.
7. The Board LISO must reconcile the users recorded in Workforce Solutions user database attached to the board to the users stationed at the board. In addition, the Board LISO must ensure the users at all Workforce Solutions locations are reconciled. This reconciliation must occur no later than the 6th working day of every month.
8. The Board LISO ensures that all reconciliations are received from each Office and Contractor LISO. The Board LISO will inform the Contractor Liaisons if the reconciliations are not received in a timely manner.
9. In the event a user will no longer be working at the board office, the Board LISO must update Workforce Solutions database before the end of the last workday of that user at that location.
 - a. If the user will no longer be employed by the board, the Board LISO must remove location and employer attachments and note the removal of access to data systems.
10. The Board LISO must coordinate with H-GAC data services department if a user needs a Workforce Solutions email account and/or if the user needs access to the child care database and requires a CITRIX account.



E-Mail Use

The e-mail standards are as follows:

1. The following activities are prohibited:
 - a. Sending e-mail that is intimidating or harassing,
 - b. Using e-mail for conducting personal business,
 - c. Using e-mail for purposes of political lobbying or campaigning,
 - d. Violating copyright laws by distributing protected works,
 - e. Posing as anyone other than oneself when sending e-mail, except when authorized to send messages for another when serving in an administrative support role, as a delegate, or when using a “pool” account,
 - f. Using unauthorized e-mail software,
 - g. Sending or forwarding chain letters,
 - h. Sending unsolicited messages to large groups except as required in conducting department business,
 - i. Sending excessively large messages or enclosures, and
 - j. Sending or forwarding e-mail that is likely to contain malicious code
2. Confidential Workforce Solutions material transmitted over external network connections must be encrypted or otherwise protected as required by rule or law.
3. All User activity on Workforce Solutions information resources assets is subject to logging and review.
4. E-Mail Users must not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of Workforce Solutions or any unit of Workforce Solutions unless explicitly authorized to do so.
5. Individuals must not send or forward confidential Workforce Solutions information through non- Workforce Solutions approved e-mail accounts.
6. Individuals must not send, forward or store confidential Workforce Solutions electronic information utilizing non- Workforce Solutions owned mobile devices such as, but not limited to, laptop/notebook computers, personal data assistants or other hand-held devices, two-way pagers or digital/cellular telephones without written permission.
7. Individuals have no right to privacy with regard to E-Mail. Management has the ability and right to view employees’ E-Mail. Recorded E-Mail messages are the property of Workforce Solutions. Thus, they are subject to the requirements of the Texas Public Information Act and the laws applicable to state records retention.
8. Workforce Solutions IT management, in consultation with other Workforce Solutions management, reserves the right to filter and/or block any E-Mail item, inbound or outbound,



which is determined to place Workforce Solutions, its systems and/or networks at an unacceptable level of risk.

9. Workforce Solutions IT retains the right to examine any non-encrypted E-Mail item for subject and/or content to determine E-Mail abuse.
10. Workforce Solutions IT shall, in consultation and aligned with industry best practices, filter and/or block any attachment or enclosure to any E-Mail that places Workforce Solutions systems and/or networks at an unacceptable level of risk.
11. Workforce Solutions IT may identify a listing of key words and phrases that are common to “spam” and shall filter those E-Mail words and phrases on all inbound E-Mail items in order to prevent those items from entering Workforce Solutions systems and/or networks.
12. All Users of Workforce Solutions E-Mail systems shall refrain from forwarding multiple copies of received E-Mail items that are not directly connected to the Workforce Solutions business process without the explicit consent of the recipient.
13. All Users of Workforce Solutions E-Mail systems shall use caution in selecting the “Reply to All” function of Workforce Solutions E-Mail client application.
14. All users of Workforce Solutions E-Mail systems shall refrain from signing up for “mailing lists” or registering for non-agency related events or websites using their Workforce Solutions E-Mail address. Users shall also refrain from posting to public newsgroups or “web boards”, blogs, etc. using their Workforce Solutions E-Mail address if the content is unrelated to Workforce Solutions business.
15. All users of Workforce Solutions E-Mail systems shall not publish their Workforce Solutions E-Mail address on any internet website outside the authority of Workforce Solutions except when engaged in Workforce Solutions business.

Internet/Intranet/Extranet Use

For the purpose of this standard, the term Internet shall include Intranet and/or Extranet. This standard includes:

1. Software for browsing the Internet is provided to Users for business, research and allowed incidental/limited personal use only.
2. All software used to access the Internet must be part of Workforce Solutions standard software suite or approved for use by the appropriate Workforce Solutions authority.
3. All software used to access the Internet must incorporate vendor provided security patches.



4. All software used to access the Internet shall be configured to provide the highest level of protection possible to Workforce Solutions systems and networks.
5. No offensive or harassing materials may be made available via any Workforce Solutions Internet site.
6. No personal commercial advertising may be made available via any Workforce Solutions Internet site.
7. Internet access provided by Workforce Solutions may not be used for personal gain or non-Workforce Solutions personal solicitations.
8. Confidential Workforce Solutions material transmitted over external network connections must be encrypted.
9. Users may not install or use encryption software on Workforce Solutions computer resources that has not been reviewed and approved for use by Workforce Solutions Information Security. Users may not use encryption keys that are unknown to their supervisor.
10. All electronic files are subject to the same records retention rules that apply to the same document in non-electronic formats.
11. Incidental personal use of Internet access is permitted but must not inhibit the use of network resources for business purposes.
12. Incidental personal use of Internet access is restricted to Workforce Solutions approved Users; it does not extend to family members or other acquaintances or visitors to any Workforce Solutions office.
13. Incidental use must not interfere with the functionality of any Workforce Solutions system or network or the normal performance of an employee's work duties.
14. Incidental use must not result in any direct costs to Workforce Solutions.

Imaging Devices

Such devices include any device with camera capability, built-in or attached, such as, but not limited to, Cellular Telephones, Personal Digital Assistants, Laptop/Notebook Computers, Digital cameras, or digital video recording devices of any sort.

The Owner is responsible for the protection of all sensitive, confidential, or private information to which employees, contractors, vendors, visitors, or others may have access either as a granted

right or by accidental exposure.

- **Wireless Computing**

The User is responsible for the protection of all sensitive, confidential, or private information to which he or she may have access either as a granted right or by accidental exposure.

All employees, providers, and vendors are prohibited from using or installing any device which functions in wireless mode in order to access data, transfer data, or connect in any manner to Workforce Solutions networks or systems without the approval and assistance of Workforce Solutions IT staff.

- **Portable/Remote Computing**

Portable computing devices must be password protected or use a mechanism to encrypt electronic protected data of a confidential and/or sensitive nature.

- **Removable Media**

These devices include, but are not limited to,

- Diskettes, tapes, and/or compact disks
- Memory cards/sticks used in various portable digital devices
- Firewire/USB “Flash”/Key/Pen/Thumb drive memory devices
- Portable mass storage devices
- Personal audio/video players

Sensitive data stored on removable media must be password protected.

- **Privacy Policies**

The purpose of Workforce Solutions Privacy Standard is to clearly communicate Workforce Solutions Information Services Privacy expectations to Users of Workforce Solutions information Resources. The standard includes:

1. Internal Users of Workforce Solutions information resources should have no expectation of privacy with respect to the use of those resources.
2. External Users of Workforce Solutions information resources should have the expectation of privacy, except in the case of suspected wrongdoing, with respect to Workforce Solutions information resources. However, aggregate information from the analysis of logs may be used without compromising individual privacy.
3. Electronic files created, sent, received, or stored on Workforce Solutions owned, leased, administered information resources, or otherwise under the custody and control of Workforce Solutions are not private and may be accessed by Workforce Solutions IT employees at any time without knowledge of the resource User or



Owner.

4. To enforce security, Workforce Solutions IT may log, review, and otherwise utilize any information stored on or passing through Workforce Solutions information resources.
5. To enforce security, Workforce Solutions IT may capture User activity such as telephone numbers dialed or web sites visited.