



Martha Afford
APPROVED ETLWDB CHAIR:

SUBJECT: INFORMATION SECURITY PROGRAM

Purpose

The purpose of this policy is to ensure the integrity and security of information and information processing facilities employed by the State of Tennessee, Department of Labor and Workforce Development.

Background

Information is an asset that has significant value to the stakeholders of the State of Tennessee. Information security is a critical component that is required to enable and ensure the confidentiality, integrity, and availability of data, network, and processing resources required by the State of Tennessee in order to perform its business and operational practices. This policy development has been created to establish and uphold the minimum requirements that are necessary to protect Information Technology assets against unavailability and unauthorized or unintentional access, modification, destruction, or disclosure as set forth by the Information Systems Council of the State of Tennessee and found in The State of Tennessee Department of Finance and Administration, Strategic Technology Solutions, Information Security Program Enterprise Information Security Policies Document Version 2.4.1—August 3, 2020.

Information Security Standard Operating Procedures

East LWDB performance manager, East LWDB executive director, or any other ETLWDB staff member authorized to do so, will execute, immediately upon notice, revocation of rights for approved users of VOS on any and all of the triggering events below.

1. The East LWDB performance manager will—upon notification—immediately enter a date for termination of an employee’s or a contractor’s VOS access on any and all of the triggering events.
2. The East LWDB executive director, in the event the LWDB performance manager is absent from work, will execute, immediately upon notice, revocation of rights for approved users of VOS on any and all of the triggering events.
3. The East LWDB executive director, or authorized designee, will—upon notification—immediately enter a date for termination of an employee’s or a contractor’s VOS access when the performance manager is not available.
4. The East LWDA One-Stop administrator shall contact the East LWDB performance manager at first discovery/ notification of expected date for termination, resignation, job abandonment, death, or retirement of an employee with rights to access to information and information processing facilities.
5. The East LWDB executive director shall contact the East LWDB performance manager at first discovery/ notification of expected date for termination of contract(s), agreement(s), or change of agency/agencies.
6. The East LWDB executive director shall contact the East LWDB performance manager at first discovery/ notification of expected date for termination of ETLWDB staff who have access to VOS.
7. The East LWDB executive director shall contact the director of Workforce Services Program Integrity unit regarding the termination, resignation, retirement, job abandonment, or death of the East LWDA performance manager.
8. Contractors providing WIOA Title I and II services in East LWDA shall contact the One-Stop administrator at first discovery/ notification of termination, resignation, job abandonment, death, or retirement of an employee with rights to access to information and information processing facilities. The One-Stop administrator, upon notification, will immediately notify the East LWDB performance manager or executive director.

9. Contractors operating in East shall not terminate any employee who has VOS access on a Friday or a date immediately prior to or during an approved State holiday or holiday period. The intent is to ensure an employee's or contractor's access to information and information processing facilities is terminated on the **last working day**.
10. The East LWDA OSO and East LWDB performance manager will attest to receiving technical assistance and reviewing and understanding the *Enterprise Information Security Policy Document V.2.4.1 §5.2.3 and §5.2.6*.

In summary, authorized East Tennessee Local Workforce Development Board staff, in collaboration with contractors and American Job Center partners, will enter a date for revocation of an employee's and/or contractor's access to VOS at the *earliest possible date*. For example, if an employee provides the executive director or the One-Stop administrator a two-week notice of resignation, the executive director/One-Stop administrator will notify immediately the East LWDB performance manager who will enter the date for termination of access to VOS by close of business two weeks in the future.