

West Virginia Executive Branch Privacy Tip of the Week

You Are the Key To Security!

Question:

Umm, I don't remember "security" being mentioned in my job description – is that one of those "other duties as assigned" things? Do I really have some security responsibilities?

Answer:

Each and every person in the Department has a critical role to play in protecting the information assets of the Department. The Office of Technology (OT) personnel can't be everywhere at all times, so they need your help looking for potential policy violations and weaknesses in the environment.

Here are some things you can do to help improve the security of your Department:

- ✓ Read and understand the security policies. If you are unsure where to find these, please ask your manager or call the OT Service Desk at 304-558-9966 or 877-558-9966.
- ✓ After you have read the policies, take the online security training course. This course can help you understand your responsibilities for protecting Department assets.
- ✓ If you are unsure about how to comply with the policies and procedures that apply to your job and activities, ask someone with real expertise, such as your security or privacy officers or your supervisor.
- ✓ Tell your security or privacy officer about security questions or concerns that you may have.
- ✓ Report any unusual activity in your area to your security or privacy officer, as well as the Office of Technology and your manager. This includes reporting unknown or unauthorized persons in the area and/or reporting unusual system activity, as this could be an indication of a virus or other problem.
- ✓ Use common sense when handling information assets, especially those containing personally identifiable information (PII). For instance, keep all devices that have PII with you at all times when out of the office.
- ✓ Report any mistakes or activities that accidentally expose PII or compromise the integrity of security controls immediately. This should be done by contacting the

Office of Information Security and Controls (OISC) using one of the following methods:

- (1) e-mailing incident@wv.gov with a subject line of “INCIDENT”;
- (2) going to the West Virginia Office of Technology (WVOT) Web Site at <http://www.technology.wv.gov>, clicking on “Report an Incident”, and filling out an Incident Report Form; or
- (3) contacting the WVOT Service Desk at servicedesk@wv.gov or by phone at 304-558-9966 or 877-558-9966;
- (4) remember to notify your supervisor or manager immediately;

- ✓ Never be afraid of asking questions or reporting potential security violations.

Our security program empowers you to make good decisions about the use and handling of systems and data. If you are ever asked to use or share PII or assets in a way that is not consistent with the security policies, just say no. The Department is only as strong as our weakest link: YOU are the key to security!