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Information Security Policy

Version 3.0
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Attached

Introduction

Overview

This security policy was created to communicate the requirements for secure use of company resources, and represents Jefferson County Local Development Corporation's strategy for how it will implement Information Security principles and technologies. This security policy differs from security processes and procedures, in that the policy provides both high level and specific guidelines on how the Company is to protect its data, but does not specify exactly how that is to be accomplished. This provides leeway to choose which security devices and methods are best in consideration of all factors. This policy is technology and vendor independent, as its intent is to set policy only, which can then be implemented in any manner that accomplishes the specified goals.

Scope

The security policy covers Jefferson County Local Development Corporation's information systems and resources. Perhaps more importantly, it covers the Company data stored on these systems as well as any backups or hardcopies of this data.

Where credit card data is stored or transmitted (i.e., the cardholder data environment), more restrictive requirements will apply. Thus, Jefferson County Local Development Corporation should limit the scope of the cardholder data environment to the fullest extent possible.

Goals

The goals of this security policy are to accomplish the following:

1. To allow for the confidentiality and privacy of Jefferson County Local Development Corporation's information.

2. To provide protection for the integrity of Jefferson County Local Development Corporation's information.

3. To provide for the availability of Jefferson County Local Development Corporation's information.

This is commonly referred to as the "CIA Triad" of Confidentiality, Integrity, and Availability, an approach which is shared by all major security regulations and standards. Additionally, this approach is consistent with generally-accepted industry best practices for security management.

Intent

This security policy indicates senior management's commitment to maintaining a secure network, which allows the IT Staff to do a more effective job of securing Jefferson County Local Development Corporation's information assets.

A security policy may also provide legal protection to Jefferson County Local Development Corporation, by specifying exactly how users can and cannot use the network, how they should treat confidential information, and the proper use of encryption.

It is the intent of this security policy to clearly communicate the requirements necessary for compliance with any applicable regulations, specifically the Payment Card Industry Data Security Standard Version 3.1 (PCI DSS 3.1), as well as any data confidentiality agreements with third parties.

Implementation

This policy requires the appointment of an Information Security Manager, who will be responsible for implementation and ongoing security administration. Specific guidance on this position can be found within this document. The Information Security Manager doesn't necessarily need to be an independent position, but can be a designation fulfilled by an existing employee (i.e., the IT Manager) as long as that employee has the authority to hold a management role, and the resources and abilities to commit to the position. This policy must be implemented with full support of management and/or the executive team.

Policies designated as "End User" policies must be distributed to and formally accepted in writing by the users. Specific guidance regarding security policy implementation and ongoing management can be found within this document.

Revision History

Revision	Date	Notes
Revision 1.0	2/10/2012	First Revision for PCI DSS 2.0 compliance
Revision 2.0	1/24/2014	Revised for PCI DSS 3.0 compliance
Revision 3.0	5/15/2015	Revised for PCI DSS 3.1 compliance