

EvCC7020P: INFORMATION TECHNOLOGY (IT) SECURITY PROCEDURE

Original Date: October 15, 2010

Revision Date: May 28, 2013

Procedure Contact: Executive Director of Information Technology

Intended Exemptions

It is the intent of Everett Community College to take precautions to prevent revealing specific security policies, standards and practices containing information that may be confidential or private regarding Everett Community College business, communications, and computing operations or employees. Person(s) responsible for distribution of these documents should consider the sensitive nature of the information as well as related statutory exemptions from public disclosure. *IT security will be maintained by upholding the following guidelines and standards:*

- Everett Community College will operate in a manner to maintain a shared, trusted environment within Everett Community College and within the Washington Community and Technical College (WACTC) system for the protection of sensitive data and business transactions.
- Everett Community College will maintain an IT security audit portfolio that includes comprehensive documentation of all processes. Comprehensive documentation of all IT applications developed or purchased by the college after December 2002 will be included in this audit portfolio. This portfolio and all documentation related to any Everett Community College IT security policies will be maintained in the office of the Everett Community College IT security administrator.
- Everett Community College will submit annual written verification to the Washington state DIS verifying compliance with the processes and documentation of processes.
- Everett Community College will ensure that all college employees are appropriately familiar with all IT security policies and procedures, and are aware of their personal responsibilities to protect IT resources on campus. Everett Community College will do this by providing information at department meetings and by providing access to online training videos.
- Everett Community College will review its security processes, policies, procedures, and practices annually. In the event of any significant changes to its business, computing, or telecommunications environments, Everett Community College will make appropriate updates as necessary.
- A compliance audit of this IT security policy will be conducted every three years and will be performed by knowledgeable parties independent of Everett Community College employees, such as the state auditor. The format of this work shall follow audit standards developed and published by the Washington State Auditor. The state auditor's office may determine if an earlier audit of some or all of Everett Community College IT processing is warranted, in which case they will proceed under their existing authority. The nature and scope of the audit must be commensurate with the extent that Everett Community College is dependent on secure IT to accomplish its critical business functions. Everett Community College will maintain documentation showing the results of its review or audit and the plan for correcting material deficiencies revealed by the review or audit. To the extent that the audit documentation includes valuable formulae, designs, drawings, computer source codes, objects codes or research data, or that disclosure of the audit documentation would be contrary to the public interest and would irreparably damage vital government functions, such audit documentation is exempt from public disclosure. The state auditor may audit Everett Community College IT security processes, policies, procedures, and practices.

RELEVANT LAWS AND OTHER RELATED INFORMATION:

[RCW 42.56](#)

[RCW 43.88.160](#)

[RCW 43.105.200](#)

[Washington State Office of the Chief Information Officer \(OCIO\) IT Security Audit Process](#)

REVISION HISTORY

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