

DESIGNATED AUTHORITY

2216

(No. 4 October 1998)

The CDF Information Security Officer in the Program Accountability Office is responsible for ensuring departmental compliance with the act (CC Section 1798.22).

The duties of the Information Security Officer are:

- Establish security policies and procedures designed to protect information assets;
- Identify confidential and sensitive information and critical applications;
- Identify vulnerabilities that may cause inappropriate or accidental access, destruction or disclosure of information, and establish security controls necessary to eliminate or minimize their potential effects;
- Ensure that an individual's name and address are not distributed for commercial purposes, sold or rented unless specifically authorized by law (CC Section 1798.60).
- Establish procedures to comply with Office of Information Technology reporting requirements;
- Develop and maintain system controls and safeguards to restrict user access to information;
- Establish mechanisms to ensure that agency staff (with particular emphasis on the owners, users and custodians of information) are educated and aware of their roles and responsibilities relative to information security and risk management; and
- Establish training programs for agency employees related to information security and risk management.

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