



HEART OF TEXAS WORKFORCE DEVELOPMENT BOARD, INC.

POLICY

ID NO.: HWD CS 012-23

DATE ISSUED: 3/1/2023

PROGRAM: Cybersecurity

KEYWORD: Personnel Security Policy

SUBJECT: Personnel Security

PURPOSE: To provide staff with information and guidance on the Personnel Security expectations and oversight within the Heart of Texas Workforce Solutions environment.

REFERENCES: TWC Information Security Manual Version 2.0 Sections 3.2.11 and 3.2.12; Board Security Policies

POLICY: PERSONNEL SECURITY POLICY

GENERAL POLICY

Heart of Texas Workforce Development Board (HOTWDB) Information Technology Security Steering Committee (ITSSC) will develop, document, and disseminate a Personnel Security policy and associated procedures that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance.

HOTWDB ITSSC will review and update the current Personnel Security policy and procedures at least annually.

Position Risk Designation

HOTWDB ITSSC will assign a risk designation to all organizational positions.

HOTWDB ITSSC will establish screening criteria for individuals filling those positions.

HOTWDB ITSSC will review and update position risk designations annually.

Personnel Screening

Heart of Texas Workforce Solutions Human Resource staff will screen individuals prior to authorizing access to the system.

Heart of Texas Workforce Solutions Human Resource staff will rescreen individuals according to defined conditions requiring rescreening and, where rescreening is so indicated, the frequency of such rescreening.

Personnel Termination

Upon termination of individual employment, Heart of Texas Workforce Solutions Technology Department will assist the Human Resources staff with:

1. disable system access within 24 hours to include weekends & holidays.
2. terminate/revoke any authenticators/credentials associated with the individual.
3. conduct exit interviews that include discussion of security related topics.
4. retrieve all security-related organizational system-related property.
5. retain access to organizational information and systems formerly controlled by terminated individual.

Personnel Transfer

Heart of Texas Workforce Solutions Technology Department will review and confirm ongoing operational need for current logical and physical access authorizations to systems/facilities when individuals are reassigned or transferred to other positions within the organization.

Heart of Texas Workforce Solutions Technology Department will initiate transfer or reassignment actions within 3 business days following the formal transfer action.

Heart of Texas Workforce Solutions Technology Department will modify access authorization as needed to correspond with any changes in operational need due to reassignment or transfer.

Heart of Texas Workforce Solutions Technology Department will notify those with a need to know within 3 business days.

Access Agreements

HOTWDB ITSSC will develop and document access agreements for organizational systems.

HOTWDB ITSSC will review and update the access agreements annually.

Heart of Texas Workforce Solutions Technology Department will ensure that individuals requiring access to organizational information and information systems:

1. sign appropriate access agreements prior to being granted access.
2. re-sign access agreements to maintain access to organizational information systems when access agreements have been updated or annually.

External Personnel Security

HOTWDB ITSSC will establish personnel security requirements including security roles and responsibilities for external providers.

Heart of Texas Workforce Solutions Technology Department will require third-party providers to comply with personnel security policies and procedures established by the organization.

HOTWDB ITSSC will document personnel security requirements.

Heart of Texas Workforce Solutions Technology Department will require external providers to notify authorized representatives of any personnel transfers or terminations of external personnel who possess organizational credentials and/or badges, or who have information system privileges within 3 business days.

Heart of Texas Workforce Solutions Technology Department will monitor provider compliance.

Personnel Sanctions

Heart of Texas Workforce Solutions Technology Management will employ a formal sanctions process for individuals failing to comply with established security and privacy policies and procedures.

Heart of Texas Workforce Solutions will notify those with a need to know within 3 business days when a formal employee sanctions process is initiated, identifying the individual sanctioned and the reason for the sanction.

Enforcement

Violations of this policy or failure to implement provisions of this policy may result in disciplinary action up to and including termination, civil litigation and/or criminal prosecution.

DOCUMENT CONTROL

Document Name	Personnel Security Policy
Document Control Number	TCF 25 & 26
Document Identification	Version 1.0
Owner/Approver Identification	Technology Department
Author	Matilda Alonzo
Document Reviewer(s)	HOTWDB ITSSC
Review Plan	This document should be reviewed by all parties on a regular basis. Next Review is 2/1/2024
Latest Version	
Distribution	The master version of this document is stored in S:\Policies\Cybersecurity. PRINTED COPIES OF THIS DOCUMENT ARE FOR REFERENCE ONLY!

REVISION HISTORY		
Date	Revised By	Changes
3/1/2023	Matilda Alonzo	Initial Release