



HEART OF TEXAS WORKFORCE DEVELOPMENT BOARD, INC.

POLICY

ID NO.: HWD CS 004-22

DATE ISSUED: 09/01/2022

PROGRAM: Cybersecurity

KEYWORD: Risk Assessment Policy

SUBJECT: Risk Assessment Policy

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

REFERENCES: TWC Information Security Manual Version 2.0 09/24/2021 (Document is Sensitive). Texas Administration Code (TAC) 202.25

POLICY: RISK ASSESSMENT POLICY

GENERAL POLICY

Heart of Texas Workforce Solutions Leadership Team will develop, document, and disseminate a risk assessment policy and procedures that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance

Heart of Texas Workforce Solutions Leadership Team will review and update the risk assessment policy and procedures no less than annually.

Security Categorization

Heart of Texas Workforce Solutions Leadership Team will categorize the system and information it processes, stores, and transmits.

Heart of Texas Workforce Solutions Leadership Team will document security categorization results, including supporting rationale, in the security plan for the system.

Heart of Texas Workforce Solutions Leadership Team will verify that the authorizing official or authorizing official designated representative reviews and approves the security categorization decisions.

Risk Assessment

Heart of Texas Workforce Solutions Leadership Team will assess risk, including:

1. Identifying threats to and vulnerabilities in the system.
2. the likelihood and magnitude of harm, from the unauthorized access, use, disclosure, disruption, modification, or destruction of the information system and the information it processes, stores, or transmits and any related information.
3. The likelihood and impact of adverse effects on the individuals arising from the processing of personally identifiable information.

Heart of Texas Workforce Solutions Leadership Team will integrate risk assessment results and risk management decisions from the organization and mission or business process perspectives with system-level risk assessments.

Heart of Texas Workforce Solutions Leadership Team will document and review the risk assessment results no less than annually.

Heart of Texas Workforce Solutions Technology Department will update the risk assessment annually or whenever there are significant changes to the information system or environment of operation (including the identification of new threats and vulnerabilities), or other conditions that may impact the security state of the system.

Vulnerability Scanning

Heart of Texas Workforce Solutions Technology Department will monitor and scan for vulnerabilities in the system and hosted applications in accordance with the organization-defined process and when new vulnerabilities potentially affecting the system/applications are identified and reported.

Heart of Texas Workforce Solutions Technology Department will employ vulnerability monitoring tools and techniques that facilitate interoperability among tools and automate parts of the vulnerability management process by using standards for:

1. enumerating platforms, software flaws, and improper configurations
2. formatting checklists and test procedures
3. measuring vulnerability impact

Heart of Texas Workforce Solutions Technology Department will analyze vulnerability scan reports and results from security control assessments.

Heart of Texas Workforce Solutions Technology Department will remediate legitimate vulnerabilities in *defined response times* in accordance with an organizational assessment of risk.

RISK	REMEDIATION TIME
Low	30 days
Medium	30 days
High	14 days
Critical	7 days

Heart of Texas Workforce Solutions Leadership Team will share information obtained from the vulnerability scanning process and security control assessments to help eliminate similar vulnerabilities in other information systems (i.e., systemic weaknesses or deficiencies) on a need-to-know basis.

Heart of Texas Workforce Solutions Leadership Team will employ vulnerability monitoring tools that include the capability to readily update the vulnerabilities to be scanned.

DOCUMENT CONTROL

Document Name	Risk Assessment
Document Control Number	TCF #5
Document Identification	Version 1.0
Owner/Approver Identification	Technology Department
Author	Matilda Alonzo
Document Reviewer(s)	
Review Plan	This document should be reviewed by all parties on a regular basis. Next review is: 08/24/2023
Latest version	
Distribution	The main 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
9/2/2022	Matilda Alonzo	Initial Release