HEART OF TEXAS WORKFORCE DEVELOPMENT BOARD, INC.

**ADMINISTRATIVE PROCEDURE**

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| **ID NO.:** ADM PRO001-018 | Change 1 | **DATE ISSUED:**  | March 21, 2018Jan 21 2019 |
| **PROGRAM:**  |  ALL PROGRAMS | **KEYWORD:**  |  AUTOMATION ADMINISTRATION |

**SUBJECT:** Personal Identification Information Security Check Procedure

The purpose of the security check is to ensure personal identification information is kept secure; computer passwords are not visible, doors are not left unlocked, PII is not left unsecure on printers, workstations are not left unattended. See Board policies HWD 006-06 change 2 and HWD 013-10 for additional information.

* A security walk thru at the Workforce Solutions for the Heart of Texas Workforce (McLennan County) Workforce Center will be conducted quarterly, or included in onsite monitoring reviews and/or conducted as needed. The walk thru will be conducted by IT staff and/or the Board’s monitoring staff. These security checks may be conducted for the building, for individual departments or by floor.
* At a minimum a monthly walk thru for each of the Workforce solutions for the Heart of Texas Workforce rural centers will be conducted. The walk thru will be conducted by IT staff and/or the Board’s monitoring staff. The walk thru may be conducted during business hours and/or non- business hours.

Major security breaches must be reported to the IT staff immediately. IT will notifiy the Board. The Contractor supervisors will be made aware of security breaches discovered by IT and or the Board Monitor. Mangement is required to complete a security report and return to the IT department. In addition, any breaches discovered during monitoring will be included in the monitoring report. It is Management’s obligation to conselor staff and/or take necessary actions to ensure staff are made aware of security breaches.

A security report will be provided from the IT Contract Manager to the Board staff.

**EFFECTIVE DATE:** Immediately

**INQUIRIES:** Aquanetta Brobston

 HOTWB Quality Assurance/EO Officer/504 Coordinator