

Category: 150  
Number: 154

Subject: **Information Security Policy**

1. PURPOSE: The purpose of this policy is to establish a standard set of guidelines for departments to follow in order to ensure the confidentiality, integrity, and availability of data, define, develop, and document the information policies and procedures that support County goals and objectives, and to allow the County to satisfy its legal and ethical responsibilities with regard to its IT resources.
2. AUTHORITY: The Saginaw County Board of Commissioners.
3. APPLICATION: This policy applies to the entire County of Saginaw Governmental Entity, including Board Members, Judges, Elected Officials, Department Heads, Full and Part-Time employees, temporary employees, contractors, volunteers and guests, and all various partner entities who have access to County of Saginaw information technology resources. Such assets include data, images, text, or software, stored on hardware, paper or other storage media.
4. RESPONSIBILITY: All users of County of Saginaw's information technology resources are required to follow the corresponding documentation as outlined in the County of Saginaw - Information Security Plan and are bound by this plan as well as other County policies and procedures as terms of their employment. All employees share responsibility for the security of the information and resources in their respective departments.
5. DEFINITION(S):
  - 5.1 Information Technology Resources: data, images, text, or software, stored on hardware, paper or other storage media. Data that is transmitted or received
6. POLICY:
  - 6.1 The information technology resources at the County of Saginaw support the educational, instructional, research, and administrative activities of the County and the use of these resources is a privilege that is extended to members of the County community. Any employee using County information technology resources for any reason must adhere to strict guidelines regarding its use. Employees are being entrusted with the safety and security of County information resources. A sound security policy for information technology resources includes the participation of every employee, at all times. Sound policy promotes information security.

Any person or organization within the County community who uses or provides information technology resources has a responsibility to maintain and safeguard these assets. Each individual in the County of Saginaw Governmental Entity is expected to use these shared resources with consideration for others.

Individuals are also expected to be informed and be responsible for protecting their own information resources in any environment, shared or stand alone. It is unacceptable for anyone to use information resources to violate any law or County policy or perform unethical acts.

6.2 This policy is enforced following the guidelines and procedures laid out in the County of Saginaw – Information Security Plan.

6.3 The County of Saginaw – Information Security Plan will be reviewed and updated at least once a year or when the environment changes.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of this policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:  
Saginaw County Controller/CAO

Approved as to Legal Content:  
Saginaw County Civil Counsel

ADOPTED: April 18, 2023  
Amended: May 16, 2023; June 20, 2023