

INFORMATION SECURITY POLICY

END USER AGREEMENT

Overview

Greater Ward One Waterworks District (GWOWWD) is entrusted with sensitive, proprietary and confidential information including Personally Identifiable Information and acknowledges that it should take steps to protect that information. Effective protection of such information requires the participation and support of every GWOWWD employee, independent contractor and third-party affiliate ("Users"). It is the responsibility to acknowledge and follow the guidelines in this Policy.

Purpose

The purpose of this Policy is to provide guidance for the acceptable use of computer equipment and information within the office of GWOD. Inappropriate use exposes GWOWWD to risks such as data loss, data corruption, unplanned service outage, unauthorized access to GWOWWD data, and potential legal issues.

Applicability

This policy applies to all Users, including GWOWWD employees, independent contractors and all other workers at GWOWWD including all personnel affiliated with third parties. This policy applies to all computing systems, electronic media and printed materials that are utilized, owned, managed, or leased by GWOWWD.

General Requirements

All Users are responsible for exercising good judgment regarding the use of GWOWWD resources. No GWOWWD resource may be used for any unlawful purpose.

All GWOWWD systems, including handheld or mobile devices, computing devices, operating systems, applications, storage media, network accounts, and Internet are the property of GWOWWD. These systems are to be used for business purposes in serving the interest of GWOWWD, clients and customers in the course of normal operations.

Any data created or stored on GWOWWD's computing systems remain the property of GWOWWD. Any personal use of GWOWWD systems, including any documents or emails, are the property of GWOWWD and GWOWWD makes no guarantee as to the confidentiality of personal use of GWOWWD systems.

For security, compliance and maintenance purposes, authorized personnel may monitor and audit GWOWWD computing systems and networks.

User Accounts

GWOWWD Users are responsible for the security of data, accounts, and systems under their control.

Keep passwords secure and do not share account or password information with anyone. For example, do not write passwords down, do not email them and always use complex passwords (e.g., at least 8 characters long using a combination of lower case, upper case, numbers, and special characters).

Users are responsible for ensuring the protection of assigned computing devices, including any electronic devices such as laptops, PDAs, mobile devices, and electronic media.

Users of GWOWWD computing systems or mobile devices must promptly report any theft or loss to management.

Users shall take the necessary and appropriate precautions when opening attachments or emails and shall not open or click on attachments or emails when unsure of the legitimacy of the source or sender.

Users of Confidential and Restricted Information

- By signing this Agreement, Users acknowledge that they are aware of and understand GWOWWD policies regarding the privacy and security of individually identifiable health, financial, and other personal information of individuals and employees, including the policies and procedures relating to the use, collection, disclosure, storage, and destruction of Confidential and Restricted Data.
- Any User found to have violated this Policy may be subject to disciplinary action, up to and including dismissal, or criminal or civil legal actions.
- User acknowledges receipt of Cybersecurity Awareness packet by The Louisiana State Civil Service after taking the on-line course also provided by The Louisiana State Civil Service.

Name:	
Title:	
Employer:	Greater Ward One Waterworks
Phone:	318-255-7995
Email:	
Signature:	
Date:	