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Applicability: Central Office, DDSN District Offices, DDSN Regional Centers, DSN Boards and Contract Service Providers

I. POLICY PURPOSE

The purpose of this policy is to assure that the responsibility for data security is assigned to a specific individual to provide organizational focus and importance to security and that the assignment is documented. Responsibilities include:

1. The management and supervision of the use of security measures to protect data, and
2. The management and conduct of all personnel in relation to that data.

II. POLICY STATEMENT

It is the policy of the South Carolina Department of Disabilities and Special Needs (DDSN) to have one official designated as the Data Security Official who is responsible for the development and implementation of required policies and procedures.

Further it is the Policy of DDSN to have at least one official designated by each service provider as the Data Security Administrator who is responsible for the implementation of required policies and procedures.

DISTRICT I

P.O. Box 239
Clinton, SC 29325-5328
Phone: (864) 938-3497

Midlands Center - Phone: 803/935-7500
Whitten Center - Phone: 864/833-2733

9995 Miles Jamison Road
Summerville, SC 29485
Phone: 843/832-5576

DISTRICT II

Coastal Center - Phone: 843/873-5750
Pee Dee Center - Phone: 843/664-2600
Saleeby Center - Phone: 843/332-4104

III. POLICY AND PROCEDURAL STANDARDS

A. ASSIGNED SECURITY RESPONSIBILITY – POLICY STANDARDS

1. DDSN shall appoint a data security official who is responsible for the development and implementation of the policies and procedures.

Each Regional Center shall designate a person to coordinate data security activities in conjunction with the data security official.

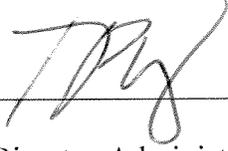
Each Service Provider shall designate at least one person to coordinate data security activities in conjunction with the data security official.

2. The assignment of responsibility of the data security official shall include the development and implementation of policies and procedures to safeguard electronic protected/confidential information within organizational requirements.
3. The assignment of responsibility of the data security official shall include the supervision over the conduct of all personnel in relation to the protection of electronic protected/confidential information.
4. The assignment and designation of the data security official shall be documented.

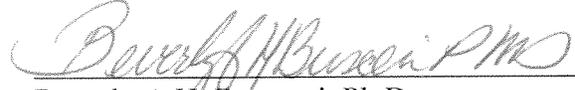
B. ASSIGNED SECURITY RESPONSIBILITY - PROCEDURAL STANDARDS

1. Central Office, each Regional Center/DSN Board/service provider shall have a person designated for security responsibilities that will coordinate security activities locally.
2. Central Office and each Regional Center shall have formal documented security procedures to protect data.
3. Central Office and each Regional Center shall have formal documented security procedures regarding the conduct of personnel in relation to protection of the data.
4. Central Office and each Regional Center's designated security person shall be responsible for security procedures to protect data within the scope of the institution's data security program.
5. Each service provider's designated security person shall be responsible for ensuring all DDSN security procedures are followed by issuing and terminating DDSN security privileges.

6. The Data Security Official shall be responsible for oversight of the conduct of personnel in the protection of the data.



Tom Waring
Associate State Director-Administration
(Originator)



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(Approved)