



# Nebraska Information Technology Commission

## STANDARDS AND GUIDELINES

### Data Security Standard

Category	<b>Security Architecture</b>
Title	<b>Data Security Standard</b>
Number	

Applicability	<input checked="" type="checkbox"/> State Government Agencies <input type="checkbox"/> All.....Not Applicable <input checked="" type="checkbox"/> <b>Excluding higher education institutions</b> .....Standard <input type="checkbox"/> State Funded Entities - <b>All entities receiving state funding for matters covered by this document</b> .....Not Applicable <input checked="" type="checkbox"/> Other: <b>All Public Entities</b> .....Guideline  <b>Definitions:</b> <b>Standard</b> - Adherence is required. Certain exceptions and conditions may appear in this document, all other deviations from the standard require prior approval (see Section 3.2). <b>Guideline</b> - Adherence is voluntary.
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Status	<input checked="" type="checkbox"/> <b>Adopted</b> <input type="checkbox"/> <b>Draft</b> <input type="checkbox"/> <b>Other:</b> _____
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Dates	<b>Date:</b> <b>Date Adopted by NITC: September 18, 2007</b> <b>Other: Appendix A contact information revised on January 23, 2009</b>
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Prepared by: Technical Panel of the Nebraska Information Technology Commission  
 Authority: Neb. Rev. Stat. § 86-516(6)  
<http://www.nitc.state.ne.us/standards/>

## **1.0 Standard**

It is the responsibility of all State of Nebraska agencies to protect all information stored in electronic form against unauthorized access.

## **2.0 Purpose and Objectives**

In the normal course of business operations information is gathered, stored and transmitted in electronic form. This information is normally required to provide public services or to carry out other state business responsibilities. Information collected may be of a nature deemed confidential to the business process being carried out and as such not open to sharing with any other entity. Certain types of data may also be deemed personal information. It is the objective of this policy to provide safeguards to protect that information.

Common methods of protecting information include, but are not limited to:

- Staff education
- Restricted data access and usage
- Administrative policies and procedures
- Data encryption
- Network encryption
- Account authorization
- Strong passwords
- Biometric authentication
- Physical security
- Network Firewalls
- Server hardening

## **3.0 Applicability**

### **3.1 State Government Agencies**

All State agencies, boards, and commissions are required to comply with the standard listed in Section 1.0.

### **3.2 Exemption**

Exemptions may be granted by the NITC Technical Panel upon request by an agency.

#### **3.2.1 Exemption Process**

Any agency may request an exemption from this standard by submitting a "Request for Exemption" to the NITC Technical Panel. Requests should state the reason for the exemption. Reasons for an exemption include, but are not limited to: statutory exclusion; federal government requirements; or financial hardship. Requests may be submitted to the Office of the NITC via e-mail or letter (Office of the NITC, 501 S 14th Street, Lincoln, NE 68509). The NITC Technical Panel will consider the request and grant or deny the exemption. A denial of an exemption by the NITC Technical Panel may be appealed to the NITC.

## **4.0 Responsibility**

### **4.1 NITC**

The NITC shall be responsible for adopting minimum technical standards, guidelines, and architectures upon recommendation by the technical panel. (Neb. Rev. Stat. § 86-516(6))

## **4.2 State Agencies**

Each state agency will be responsible for ensuring that all information stored in an electronic manner is protected with appropriate safeguards in a manner consistent with this standard and any other applicable security policies.

Each state agency will designate a data owner for each application or system who will be responsible for assigning the data classification according to the sensitivity and criticality of the information in accordance with the NITC Security Officer Handbook, and making all decisions regarding controls, access privileges, and information management.

Each state agency is responsible for filing a Data Security Compliance Report with the Office of the CIO by October 31 of each year.

## **5.0 Related Documents**

### **5.1 NITC Security Officer Handbook**

([http://www.nitc.state.ne.us/standards/security/so\\_guide.doc](http://www.nitc.state.ne.us/standards/security/so_guide.doc))

### **5.2 NITC Network Security Policy** (<http://www.nitc.state.ne.us/standards/index.html>)

### **5.3 Data Security Compliance Report – See appendix A**

### **5.4 NITC Data Classification Standard** (<http://www.nitc.state.ne.us/standards/index.html>)

## **6.0 References**

### **6.1 State of Nebraska Records Management Act (Neb. Rev. Stat. § 84-1201-1227)**

### **6.2 National Institute Standards and Technology (NIST) Special Publication, 800-53, revision 1, "Recommended Security Controls for Federal Information Systems".**

(<http://csrc.nist.gov/publications/drafts/800-53-rev1-clean-sz.pdf>).

### **6.3 NSA (INFOSEC) Assessment Methodology (IAM) (<http://www.iatrp.com/certclass.cfm>)**

## Appendix A

Data Security Standard Compliance Report for \_\_\_\_\_,  
(hereafter referred to as 'Agency').

I affirm that the Agency has performed an inventory of all Agency data, classified the data in accordance with the NITC Security Officer Handbook, and have implemented appropriate safeguards to protect the data from unauthorized access or disclosure.

\_\_\_\_\_  
Agency Director

\_\_\_\_\_  
Date

Submit by October 31 to:

Office of the CIO  
Attn: Information Security Officer  
501 South 14th Street  
Lincoln, NE 68509