Personnel Security Policy

The Policy

All employees, contractors, and consultants must be appropriately screened, trained, and supervised.

Job Position Security Requirements

1) City Agencies must ensure that:
    a. Security requirements critical to performance of job responsibilities are clearly defined.
    b. Job descriptions include all applicable security responsibilities.
2) In conjunction with Human Resources background checks must be performed on all employees. Background checks will performed on contractors and all temporary personnel in accordance with their contract terms.
3) In unique situations, the responsible party at the Agency may make exceptions to this requirement providing appropriate supervision is granted while the individual has access to City assets.

Management Responsibilities

4) All agency managers are responsible for enforcing City-wide and agency level information security policies.
5) Compliance with information security requirements should be reflected in individual's performance evaluations**.**

User Responsibilities

6) All City employees, contractors, consultants, temporary personnel, clients, and vendors are responsible and accountable for safeguarding and preventing the unauthorized disclosure, modification or destruction of information assets entrusted in their care.
7) Users must follow the access and handling requirements identified in local information security policies.
8) All employees and contractors must relinquish all City of New York assets upon termination of contract or employment. This includes but is not limited to; copies of information received and/or created, identification badges, and computing devices.

User Security Training

9) Each new employee is required to attend an orientation specific to their City agency. The orientation must explain the agency's information security policies. A record must be maintained that every person with access to City business information acknowledges that he/she:
    a. Has read and understands the information security policies.
    b. Understand his/her responsibilities to comply with the policies which affect that person's job responsibilities.

c. Understands the consequences of an infraction.

Disciplinary Practice

10) Each Agency, in conjunction with their Human Resources and Legal Departments, must develop and implement a formal disciplinary practice for noncompliance with information security policies.

11) Disciplinary practice may involve action up to and including termination for serious violations and repeated offenses.

12) Criminal or civil liability may apply to any individual who knowingly violates security requirements.

13) Individuals who violate the City Information Security Policies may have their access removed or suspended. Contractors will have their company notified and legal action taken. The action taken in each situation will be decided between the Information Owner and the Agency Head.

Acknowledgement

14) Every user of City of New York computing resources will receive a copy of the Citywide User Responsibilities Policy and sign an acknowledgement of receipt and understanding.

Document Revision History

Date	Description
September 7, 2007	**Version 1.0** Issued.
June 16, 2011	**Version 1.1** Updated header with new NYC logo and added this revision history table to the document.
January 18, 2012	**Version 1.2** Removed the following bullets: **Confidentiality Agreement** 9) All City personnel with access to City Critical Information assets must sign a confidentiality agreement which forbids the disclosure of such information to parties within or outside of the City who do not have a business need. 10) All non-City personnel (temporary contract employees, contractors, vendors/consultants and/or the vendor/consultant Company on their behalf, and third-party users) must sign a nondisclosure agreement to receive access to any City Critical Information. 11) Confidentiality and/or nondisclosure agreements must be reviewed periodically, and/or whenever there are changes in terms of employment or the contractual agreement. Added the following bullet from the User Responsibilities Policy: 14) Every user of City of New York computing resources will receive a copy of the Citywide User Responsibilities Policy and sign an acknowledgement of receipt and understanding.
April 19, 2012	**Version 1.3** Changed classification of this policy from sensitive to public.