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Applicability: 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, privacy 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. This includes the notification of all additions, changes or deletions of any user of DDSN information systems.

II. POLICY STATEMENT

It is the policy of the South Carolina Department of Disabilities and Special Needs (DDSN) to have one official designated by each DSN Board/Provider as the Data Security Administrator who is responsible for the implementation of the 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

Each DSN Board/Provider shall designate at least one (1) individual as the Data Security Administrator to coordinate data security and data privacy activities in conjunction with the DDSN Information Security Officer and/or Data Privacy Officer.

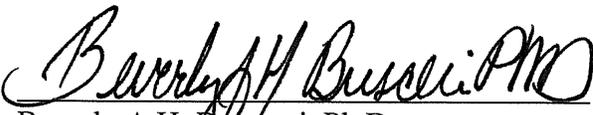
1. The assignment of responsibility of the Data Security Administrator shall include the development and implementation of policies and procedures to safeguard electronic protected/confidential or restricted information within organizational requirements.
2. The assignment of responsibility of the Data Security Administrator shall include the supervision over the conduct of all personnel in relation to the protection of electronic protected, confidential, or restricted information.
3. The assignment and designation of the Data Security Administrator shall be documented.

B. ASSIGNED SECURITY RESPONSIBILITY - PROCEDURAL STANDARDS

1. Each DSN Board/Provider shall have an individual designated for security responsibilities that will coordinate security activities locally.
2. Each DSN Board/Provider's designated security administrator shall be responsible for ensuring all DDSN security procedures are followed by issuing and terminating DDSN security privileges.
3. The Data Security Administrator shall be responsible for oversight of the conduct of personnel in the protection of the data locally at each DSN Board/Provider.



Tom Waring
Associate State Director-Administration
(Originator)



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