ARIZONA
DEPARTMENT OF
HOMELAND SECURITY

Statewide Policy: 8270 Personnel Security Controls

What?

This policy outlines how State agencies must manage their personnel to minimize security risks related to human factors, including:

- **Position Sensitivity and Screening:**
  - Implement screening procedures and categorize positions based on the level of access to sensitive information.
  - Regularly review and update position sensitivity designations.
- **Defining Security Roles and Responsibilities:**
  - Clearly define security roles and responsibilities for all personnel.
  - Specify individuals or teams responsible for key security functions.
- **Access Agreements:**
  - Develop and document access agreements outlining security expectations and responsibilities.
  - Require all personnel to sign access agreements before gaining access to agency systems and data, and regularly review these agreements.
- **Managing Personnel Changes:**
  - Implement procedures for handling personnel transfers and terminations (e.g. disable/modify system access, retrieve badges and credentials, and conduct exit interviews).
- **Third-Party Personnel Security:**
  - Extend these requirements to external providers (contractors and vendors).
  - Ensure and monitor that third parties comply with agency security policies, procedures, and requirements.
- **Personnel Sanctions:**
  - Establish a formal sanctions process for personnel who violate security policies and document any sanctions applied.

When?

This policy is in effect at all times.

Why?

The goal is to:

- Ensure personnel are properly screened and trained to handle sensitive information.
- Prevent data breaches, insider threats, and other security incidents caused by human factors.
- Protect the confidentiality, integrity, and availability of State data systems.
- Comply with relevant State and Federal laws and regulations.

Who?

This policy applies to all State agencies, their employees, and the facilities that house their information systems.

How?

Agencies must:

- Develop and implement security policies and procedures.
- Implement measures to monitor and audit personnel activity to detect and respond to potential security violations.
- Consistently enforce security policies and apply sanctions when necessary.
- Keep records of security policies, procedures, training, incidents, and sanctions.

Remember:

- Security awareness training is crucial in ensuring staff understand their security responsibilities.

Where?

You can find more specifics on this policy HERE

If you have ANY questions about this or any other IT policy, **please contact** grc@azdohs.gov.

Effective: January 16, 2024