



PROCEDURE TRANSMITTAL

SUBJECT:	Digital Media Management	Procedural/Guidance No.: IS PY 2015/16-0003
APPLIES TO:	South Florida Workforce Investment Board, dba CareerSource South Florida (CSSF) Managerial, Contractors and Sub-Contractors' Staff	Effective Date: Immediately
		Revised Date:
		Expiration Date: Indefinite
REFERENCE:		

A. PURPOSE

This policy outlines the framework for digital media management and ensures compliance with state and federal regulations governing this board. It controls the security and transportation of CSSF's digital media regardless of format or medium.

B. POLICY

This policy applies to all CSSF staff, contractors/subcontractors. It is the responsibility of said staff to familiarize themselves with and adhere to this policy.

It is the responsibility of all CSSF staff, contractors/subcontractors to:

1. Protect customer confidential and/or personal information.
2. Protect CSSF's confidential and/or proprietary information..
3. Follow applicable federal requirements such as HIPPA and others depending on applicability.
4. Ensure data is encrypted when transported from employee designated workstation to a different location.

CSSF, contractors/subcontractors staff found in violation of this policy may be subject to disciplinary action, up to and including termination of employment and/or contract.

Approved By: 	Date: 	Issued by: Elizabeth Santis, IT Manager
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PROCEDURE TRANSMITTAL

SUBJECT:	IT Confidentiality of Records	Procedural/Guidance No.:
APPLIES TO:	South Florida Workforce Investment Board, dba CareerSource South Florida (CSSF) Managerial, Contractors and Sub-Contractors' Staff	Effective Date: Immediately
		Revised Date:
		Expiration Date: Indefinite
REFERENCE:		

A. PURPOSE

This procedure defines the purpose and applicability of the CSSF Confidentiality of Records.

B. POLICY

It is the policy of CSSF to ensure protection of CSSF's information technology resources and promote accountability for its misuse.

The Contractor and Subcontractors, in the course of receiving and utilizing confidential workforce program information for the purpose of performing Contractor's duties, shall ensure that all staff, subcontractors, and any subsequent subcontractors and their employees complete a certification and acknowledgement form titled, **Individual Non-Disclosure and Confidentiality Certification Form**.

The completed form shall be retained and maintained in each employee's personnel file. A copy should be forwarded to the CSSF IT Helpdesk when requesting access to any of the State and/or Local Systems.

Approved By: 	Date: 	Issued by: Elizabeth Santis
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