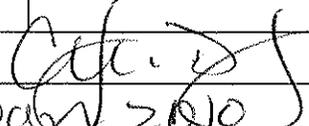


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| POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION | POLICY NUMBER 6.7 | PAGE NUMBER 1 of 2 |
| | RELATED ACA STANDARDS: | |
| CHAPTER: 6 Planning, Information Systems, Evaluation and Research | SUBJECT: Information and Data Collection Systems Security | |
| APPROVED BY THE COMMISSIONER: |  | |
| EFFECTIVE DATE: | 9 February 2010 | |
| APPROVED FOR PUBLIC RELEASE | | |

I. AUTHORITY: 11 Del. C. §4322, §6517, §8501, 8513d, 29 Del. C. §8903, §9004c, and §10002, State of Delaware Information Security Policy.

II. PURPOSE: To provide for the security of information and data collection systems.

III. APPLICABILITY: All Department employees, volunteers, persons or organizations conducting business with the Department.

IV: DEFINITIONS: Confidential Data: All information not deemed to be public record including, but not limited to criminal histories, case records, and personnel files.

V: POLICY: It is the policy of the Department of Correction to enforce and maintain the security of all confidential data, in accordance with State and Federal statutes and policies. This includes all applicable policies established by the Department of Technology and Information. In addition, no employee of the Department shall maintain a personal information system containing confidential offender and/or employee information.

The procedures governing the security of the information and data collection systems shall be developed by each bureau chief/ section manager and approved by the Commissioner. These procedures must regulate verification, access, and release of information while safeguarding the privacy of offenders and staff.

Security of Data and Hardware

The physical security of all equipment and data shall be the responsibility of the Wardens, Managers and Supervisors in whose area the equipment and data are located. The goals of all such security precautions will be the safeguarding of data, and the prevention of theft or unauthorized use by any individual, particularly offenders. Applicable state statute will ensure that the privacy rights of all staff and offenders are observed in the collection, storage, and dissemination of all information in the automated information system. To the degree practical and within the provisions of applicable state statute, the information that the DACS system entails may be shared with and may contain data provided by other agencies and organizations in the criminal justice system.

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Only hardware and software authorized by the Bureau of Management Services, Information Technology unit shall constitute “approved for use” on any department networked equipment. Any misuse, abuse, unlawful dissemination of or unauthorized use of any equipment or data in connection with the business of this department will be grounds for disciplinary action according to the laws of the State of Delaware, the Merit Rules of the State of Delaware Employees, and in keeping with any Collective Bargaining Agreements.