Attachment A
Roles and Responsibilities of Information Resource Owners, Custodians, and Users Within DHHR

Owners, Custodians, and Users of DHHR information resources must be approved by Bureau Commissioners, Office Directors, or a designee. Roles and responsibilities will be defined as follows:

1. **Owners** of information resources are responsible for the following:
   
   1.1 approving access and formally assigning custody of an asset;
   
   1.2 judging the asset’s value;
   
   1.3 providing appropriate authority to implement security controls and procedures, and conveying them to users and custodians;
   
   1.4 protecting the DHHR’s information resources, based on risk assessment, from unauthorized modification, deletion, or disclosure;
   
   1.5 maintaining information in the data file and ensuring that data is accurate and complete;
   
   1.6 classifying program information in concurrence with Bureau Commissioners; and
   
   1.7 advising the Information Security Officer (ISO) as to the designated owner in instances where information resources are used by more than one major program.

2. **Custodians** of information resources, including entities providing outsourced services to DHHR, are responsible for the following:

   2.1 implementing owner specified controls over the data;
   
   2.2 maintaining detailed knowledge of the data within their trust and reviewing usage information;
   
   2.3 providing physical and procedural safeguards for detecting, reporting, and investigating information security breaches;
   
   2.4 assisting owners in evaluating the cost-effectiveness of controls and monitoring; and
2.5 ensuring that DHHR employees comply with security procedures.

3. **Users** of information resources are responsible for the following:

3.1 using data only for purposes specified by the owner;

3.2 complying with security measures specified by the owner or custodian;

3.3 protecting the data from unauthorized access and reporting information security information violations to the owner or the custodian; and

3.4 concealing information in the data or the access controls over the data unless specifically authorized in writing by the owner.