

## **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

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- 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.