

River Valley Child Development Services

Information Technology Policy

Effective: December 1, 2016

The purpose of the River Valley Child Development Services (RVCDS), and the West Virginia Department of Health and Human Resources (WVDHHR), providing Information Technology (IT) resources (see procedures) is to support RVCDS and/or WVDHHR in achieving their mission and goals. This policy has been developed to make users aware of their responsibilities regarding information security and protection of confidentiality, physical security, unacceptable uses of RVCDS/WVDHHR and/or personal IT, retention and destruction of IT and records, policy enforcements and disciplinary actions due to violations.

This policy applies to all employees, personnel from other organizations, contracting personnel, and vendors using RVCDS and/or WVDHHR equipment systems and software.

This policy does not address the use of personal technology for work which is addressed in Personal Devices Used for Work Policy.

Refer to the Information Technology Policy Procedure for guidance with the following:

Section I – Information Security/Protection of Confidentiality

Section II – Physical Security

Section III – Unacceptable Use of IT Resources

Section IV – Disposition of IT

Section V – Policy Enforcements & Disciplinary Actions