

	<b>Montana Operations Manual</b>  <b>POLICY</b>	Category	Information Technology, Security
		Effective Date	06/10/2016
		Last Revised	06/10/2016
Issuing Authority	<b>Department of Administration</b> <b>State Information Technology Services Division</b>		
<b>POL–Privacy and Security Policy</b>			

## I. Purpose

The [Montana Information Technology Act \(MITA\)](#) assigns the responsibility of establishing and enforcing statewide IT policies and standards to the Department of Administration (DOA). The purpose of this Policy is to implement the Privacy and Security Policy for defining actions to fulfill the responsibility.

## II. Scope

This Policy applies to the CIO as required under [2-17-521\(4\), MCA](#), and to executive branch agencies, excluding the university system, as required under Section [2-17-524\(3\), MCA](#).

## III. Policy Statement

This enterprise policy has been developed for the state's information systems based on the [Montana Information Technology Act \(MITA\)](#). This policy is in cooperation with the federal and local governments with the objective of providing seamless access to information and services to the greatest degree possible [2-17-505 \(3\)](#).

## IV. Roles and Responsibilities

Roles and responsibilities are required by this policy and in accordance with [POL-Information Security Policy - Appendix B \(Security Roles and Responsibilities\)](#).

## V. Requirements

Lake County of the State of Montana respects each individual website user's right to privacy. Any personal information that is collected will not be disclosed to any third party except as required by applicable law. The purpose of this statement is

to inform website users of the use of information that may be collected while they are visiting Lake County's website.

Citizens and businesses are not routinely asked to provide personal information to visit Lake County's websites or to download information.

### **Non-County Websites**

Various non-county websites may be linked through lakemt.gov websites. Since Lake County has no control over these non-county websites, visitors to those sites are advised to check their privacy statements and be cautious about providing personally identifiable information without a clear understanding of how the information will be used. Lake County accepts no liability for other entities that are linked to the county's websites. Visitors may also wish to consult privacy guidelines such as those recommended by the Online Privacy Alliance.

### **Transaction Information**

Lake County uses secured non-county websites servers for conducting online transactions. All credit card and other payment information that is transmitted is protected by encryption technology, provided the website user's browser is properly configured and the user's computer is operating properly. Lake County does not store or maintain any information that used to process online transactions.

## **VI. Definitions**

Refer to the [Statewide Information System Policies and Standards Glossary](#) for a list of local definitions.

## **VII. Compliance**

Compliance shall be evidenced by implementing the Policy as described above.

Policy changes or exceptions are governed by the Procedure for Establishing and Implementing Statewide Information Technology Policies and Standards. Requests for a review or change to this instrument are made by submitting an [Action Request form](#). Requests for exceptions are made by submitting an [Exception Request form](#). Changes to policies and standards will be prioritized and acted upon based on impact and need.

## VIII. Enforcement

Policies and standards not developed in accordance with this policy will not be approved as statewide IT policies or standards.

Enforcement for statewide policies and standards developed in accordance with this policy will be defined in each policy, standard or procedure.

If warranted, management shall take appropriate disciplinary action to enforce this Policy, up to and including termination of employment, consistent with current State Policy. The discipline policy can be found in the [MOM Policy System](#) (search for: 261). When considering formal disciplinary action, management will consult with their assigned Human Resource Specialist before taking action.

## IX. References

### A. Legislation

- [2-15-112 MCA](#) - Duties and powers of department heads
- [2-17-505 MCA](#) Policy
- [2-17-512 MCA](#) Powers and duties department
- [Montana Information Technology Act \(MITA\)](#)

### B. Policies, Directives, Regulations, Rules, Procedures, Memoranda

- Statewide Policy: [Establishing and Implementing Statewide Information Technology Policies and Standards](#)
- Statewide Policy: [Information Security Policy: Appendix B \(Security Roles and Responsibilities\)](#)
- SITSD Procedure: [IT Policies, Standards, Procedures and White Papers](#)