



**Center for Digital Innovation in
California Government**



Subject: Updates to the Standards for Acceptable Use of Government Furnished Information Assets and Resources

References:

1. SAM 5305 et seq. and 5320 et seq.
2. NIST SP 800 Series
3. SIMM § 5340-A
4. IRS 1075 § 9.3.2
5. HIPAA § 164.308
6. Information Practices Act of 1977 (Civ. Code § 1798 et seq.)
7. Gov. Code § 8314
8. Pen. Code § 502

The following updates / clarifications regarding the established acceptable practices for use of Government Furnished Information Assets and Resources is provided:

1. All employees, contractors, and otherwise authorized users must report any suspected incidents of possible misuse, network intrusion, or policy violation to their organization Information Security Office immediately.
2. All users are expressly prohibited from sharing their individually assigned account(s) username and passwords or authentication token (e.g. PIN, Smartcard, etc...) with any other individuals, regardless of position or rank.
3. Users are barred from using their government assigned email addresses for personal use (e.g. subscriptions to blogs, newsletters, participation in contests, or other activities not expressly required in the conduct of their daily duties and responsibilities.
4. All suspected security incidents will be reported in accordance with SIMM 5340-A (https://cdt.ca.gov/wp-content/uploads/2018/01/SIMM-5340-A_2018-0108.pdf) within 60 minutes of detection.