



INFORMATION SECURITY OFFICER (ISO) DESIGNATION FORM

Information Security Officers (ISOs) are a CRITICAL part of Delaware’s Information Security Program. ISOs are often on the front line and can directly influence the State’s overall security posture. ISOs are responsible for the overall state of security within their organization and are responsible for submitting and approving security requests for their users. Every state organization is required to designate one primary ISO and up to two alternate ISOs. Visit <http://iso.delaware.gov/aboutAnISO.shtml> for more information.

Organization Information

Name

Organization Address

City State Zip SLC

Organization DDS' Covered (list each DDS below or indicate if all divisions and sections are included)

ISO - Primary and Alternate(s) (may represent specific divisions within an agency, school or district)

Name	Title
Phone	E-Mail

Name	Title
Phone	E-Mail

Name	Title
Phone	E-Mail

Approving Authority

Name	Title
Phone	E-Mail

A live signature is not required. The submission of this form via e-mail must come from the mailbox of the Approving Authority (e.g. Cabinet Secretary, Superintendent, Executive Director).

Roles and Responsibilities of an ISO

Organization Information Security Officers are individuals who are responsible for all security aspects within their organization. They are responsible for the implementation and monitoring of security controls. They serve as the primary point of contact for security issues within their assigned organization or department. Their responsibilities include, but are not limited to:

- Inventory, track and classify your organization's information technology (IT) assets
- Identify authorized users
- Conduct regular risk assessments of sensitive data
- Communicate to DTI on security-related issues
- Investigate and report security violations
- Conduct periodic reviews to ensure compliance with security standards and policies
- Initiate incident reporting or issues of non-compliance
- Prepare and submit security reports to the organization head and to DTI
- Obtain your Delaware Information Security Officer Certification (DCISO)

Selecting the ISO

The Organization Head (Cabinet Secretary, Superintendent, Executive Director, etc.) of each State government entity designates their Information Security Officer (ISO). The name of the Information Security Officer is reported to the Chief Information and Chief Security Officer of the Department of Technology and Information (DTI) using the Information Security Officer Designation Form.