

# 9200-P121 – Third Party Security

## I. PURPOSE

This policy establishes information security policies for third party access to State of Wyoming information and IT resources and is intended to complement existing procurement processes, not replace or change them.

Third party security is required when agencies rely on contracted support to fulfill their missions.

## II. SCOPE

This policy applies to all executive branch agencies, boards, and commissions (collectively referred to as “agencies”).

## III. POLICY

- A. Physical or logical access by third parties shall be authorized in advance by the agency data stewards/administrators unless such access is permitted/required by state or federal law. This access shall be controlled to allow only the access needed to perform their duties.
- B. Agency data stewards/administrators shall establish procedures for third party access to information and resources they are responsible for, in accordance with other established policies and procedures.
- C. Security requirements shall be included in all contracts and Request for Proposals (RFPs) if there are security-related or information security implications.
  1. If contractors require remote network access, appropriate security controls shall be defined in the contract or in a separate signed agreement with the contractor.
  2. If contractors require access to restricted information (such as data, documentation, network diagrams, etc.), this information shall not be shared without the knowledge and permission of the Data Steward. Materials provided to the contractor to assist with the project shall be returned or properly accounted for by certifying that all information that was stored on the contractor’s system or any computer used by the contractor (e.g., purged from hard drives and storage media, etc.) when the project has been completed. Materials identified as “not releasable” by the Data Steward shall only be shown to contractors to fulfill their task but physically retained by the agency.
  3. Contractors shall be bound to the same information and information resource protection requirements as State of Wyoming employees, regardless of whether or not they (“contractors”) are specifically identified in State of Wyoming information security policies and procedures.

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- D. Background checks, acceptable use, and non-disclosure agreements.
1. State verification or contractor attestation (written documentation) of a favorable background check shall be required for contractor personnel who might reasonably be expected to access restricted information during the course of the contract.
  2. Contractors shall not propagate, transfer, or escalate by any means the access rights granted them by their agency sponsors without permission from the agency.
  3. Where necessary, non-disclosure agreements shall be incorporated into all contracts and RFPs.

**CIO Approved Date: 02/11/2010**