Cradle-to-Career Taskforce Charter

Security Policies

Purpose

The Security Policies Taskforce shall assist the Office of Cradle-to-Career Data (C2C) staff to advise on security policies during system development.

Duration

This will be a standing Taskforce.

Membership

The Security Policies Taskforce shall consist of representatives from the data providers, particularly people responsible for information security at those state agencies, as well as security experts identified by the Office of Cradle-to-Career Data.

Background

During the planning process for the Cradle-to-Career Data System, a number of preliminary security policies were endorsed by chief information security officers from state agencies that would be providing information to the analytical portion of the data system. The Cradle-to-Career Workgroup recommended to the legislature and the Governor's Office that these policies be revised once the analytical data tools were under development. This would allow the policies to reflect current best practice, and would also allow the policies to be tailored based on specifications identified as part of the procurement process.

Scope of Work

The Taskforce is entrusted with advising the managing entity on security documents and processes for the system. Data providers not represented on the Taskforce will have the opportunity to review the documents before they are finalized.

Meetings

- The Taskforce will meet once development of the system begins (approximately late summer 2022) to review and advise on security policies, including identifying additional topics or policies to consider.
- The Executive Director, supported by relevant members of the Taskforce, will give an update on the status of the data system security policies at the November 2022 Governing Board meeting.
- Once the procurement process for the analytical portion of the data system is complete, the Taskforce will reconvene to discuss implications for security policies and advise the managing entity on any additional documentation that needs to be created.
- After these initial policies are created, the Taskforce will meet at least once a year to review security policies and practices and to recommend updates.

Meetings will be convened in-person or over secure remote conferencing systems at the discretion of the Executive Director. Due to the sensitive nature of the topic, these meetings will not be open to the public.

Review

This information sheet captures information about the Taskforce and its creation. The Taskforce retains operational flexibility in completing its scope of work and may introduce updates as needed during the review process.

Committee Creation and Scope of Work Review Dates

Committee established on: May 11, 2022.

Scope of Work last reviewed on: April 14, 2022.