

BOARD OF SUPERVISORS

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Chief Executive Office.

COUNTY OF LOS ANGELES

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, CA 90012
(213) 974-1101 ceo.lacounty.gov

Chief Executive Officer

Fesia A. Davenport

"To Enrich Lives Through Effective and Caring Service"

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

November 26, 2024

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

40 November 26, 2024

EDWARD YEN
EXECUTIVE OFFICER

Dear Supervisors:

**APPROVAL OF REVISED INFORMATION TECHNOLOGY
AND SECURITY BOARD POLICIES
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

SUBJECT

The Chief Executive Officer (CEO) is requesting Board of Supervisors' (Board) approval of revised Information Technology and Security Board Policies 3.041, 5.150, 5.200, 6.020, 6.030, 6.100, 6.101 (with accompanying Agreement for Acceptable Use [AUA] and Confidentiality of County Information Assets), 6.102, 6.103, 6.104, 6.105, and 7.100.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve the following revised Information Technology and Security Board Policies:

- 3.041 Protection of Records Containing Non-Public Information
- 5.150 Oversight of Information Technology Contractors and Retention of Outside Legal Counsel for County Information Technology Solicitations and Contracts
- 5.200 Contractor Protection of County Electronically Stored Information
- 6.020 Chief Information Office Board Letter Approval
- 6.030 County Website Advertising and Internet Hyperlink Policy
- 6.100 Information Security Policy
- 6.101 Use of County Information Assets (including associated AUA)
- 6.102 Endpoint Security Policy
- 6.103 Information Security Incident Reporting and Response
- 6.104 Information Classification Policy
- 6.105 Information Technology Audit and Risk Assessment Policy

- 7.100 Identify Theft Prevention Program

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Current policies are scheduled to sunset on December 31, 2024.

Implementation of Strategic Plan Goals

The recommended action supports North Star 3: Realize tomorrow's government today, Strategy G - Internal Controls and Processes, of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The revised Board Policies do not have any financial impact.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The revised Board Policies were reviewed by Department Information Security Officers, Department Chief Information Officers, County Counsel, Auditor-Controller, CEO, and approved for filing by the Audit Committee on October 16, 2024.

General Revisions Across All Policies:

- Clarified and updated definitions to current industry standards, with Inclusion of Generative AI (GenAI).
- Standardized wording and format across all policies.
- Updated references to incorporate applicable County privacy policies.
- Updated all policy sunset dates to December 31, 2027.

Specific Policy Revisions:

Policy 3.041 – Protection of Records Containing Non-Public Information

Revised Policy 3.041 – Protection of Records Containing Non-Public Information with the following key revisions:

- Updated language per County Counsel recommendations, including changing any mention of “shall” to statements of “must, will”.
- Added reference Board of Supervisors Policy 10.010: Countywide Privacy Program Policy.

Policy 5.150 – Oversight of Information Technology Contractors and Retention of Outside Legal Counsel for County Information Technology Solicitations and Contracts

Revised Policy 5.150 – Oversight of Information Technology Contractors and Retention of Outside Legal Counsel for County Information Technology Solicitations and Contracts with the following key revisions:

- Consolidated and reordered definitions.
- Updated language per County Counsel recommendations, changing any mention of “shall” to statements of “must, will”.

Policy 5.200 – Contractor Protection of County Electronically Stored Information

Revised Policy 5.200 – Contractor Protection of County Electronically Stored Information with the following key revisions:

- Added reference Board of Supervisors Policy 10.010: Countywide Privacy Program Policy.
- Updated definition for electronically stored “County Non-Public” information.

Policy 6.020 – Chief Information Office Board Letter Approval

Revised Policy 6.020 – Chief Information Office Board Letter Approval with the following key revisions:

- Added in review by the County Chief Information Security Officer and Chief Data Officer for all CIO analysis related to information technology.

Policy 6.030 – County Website Advertising and Internet Hyperlink Policy

Revised Policy 6.030 – County Website Advertising and Internet Hyperlink Policy with the following key revisions:

- Removed Auditor-Controller as a responsible department per their request.
- Updated language per County Counsel recommendations, changing any mention of “shall” to statements of “must, will”.
- Updated language in the website disclaimer.

Policy 6.100 – Information Security Policy

Revised Policy 6.100 – Information Security Policy with the following key revisions:

- Updated language per County Counsel recommendations, changing any mention of “shall” to statements of “must, will”.
- Added reference Board of Supervisors Policy 10.010: Countywide Privacy Program Policy.
- Added reference Board of Supervisors Policy 10.060 - Countywide Mobile Device Management and BYOD (Bring Your Own Device) Privacy Policy.
- Clarified and updated definitions to current industry standards, which includes the addition of Generative AI (GenAI).
- Improved language under role of the Chief Information Security Officer to include security oversight over applicable legislation.

Policy 6.101 – Use of County Information Assets (including associated AUA)

Revised Policy 6.101 – Use of County Information Assets with the following key revisions:

- Added reference Board of Supervisors Policy 10.010: Countywide Privacy Program Policy.
- Added reference Board of Supervisors Policy 10.050 - Countywide Privacy Requirements in Social Media Policies
- Added language supporting the acceptable use and security for GenAI.

County Agreement for Acceptable Use and Confidentiality of County Information Assets

Revised the County’s AUA with the following key revisions:

- Added clarification around Prohibited Uses.
- Added language outlining the prohibited use of GenAI.
- Added language requiring GenAI tools to be approved by department management and GenAI Governance Committee.
- Added language supporting the acceptable use for GenAI.

Policy 6.102 – Endpoint Security Policy

Revised Policy 6.102 – Endpoint Security Policy with the following key revisions:

- Updated language per County Counsel recommendations, changing any mention of “shall” to statements of “must, will.”

Policy 6.103 – Information Security Incident Reporting and Response

Revised Policy 6.103 – Information Security Incident Reporting and Response with the following key revisions:

- Updated language per County Counsel recommendations, changing any mention of “shall” to statements of “must, will.”
- Added reference Board of Supervisors Policy 10.010: Countywide Privacy Program Policy.
- Added reference Board of Supervisors Policy 10.040 - Countywide Privacy Incident Response and Management Policy.
- Updated language to reflect current cyber incident notification workflows and departments responsibility.

Policy 6.104 – Information Classification Policy

Revised Policy 6.104 – Information Classification Policy with the following key revisions:

- Clarified and updated definitions to current industry standards.

Policy 6.105 – Information Technology Audit and Risk Assessment Policy

Revised Policy 6.105 – Information Technology Audit and Risk Assessment Policy with the following key revisions:

- Clarified and updated definitions to current industry standards.

Policy 7.100 – Identity Theft Prevention Program

Revised Policy 7.100 – Identity Theft Prevention Program with the following key revisions:

- Added reference Board of Supervisors Policy 10.010: Countywide Privacy Program Policy.
- Clarified and updated definitions to current industry standards.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The revised Board Policies are updated to reflect current information security best practices and standards. These revised policies do not impact current projects or services.

CONCLUSION

Upon the Board’s approval, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board letter to the Office of the Chief Information Officer.

The Honorable Board of Supervisors

11/26/2024

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Respectfully submitted,

A handwritten signature in black ink, appearing to read "Fesia A. Davenport". The signature is fluid and cursive, with a large initial "F" and "D".

FESIA A. DAVENPORT

Chief Executive Officer

FAD:JMN:CM

PL:JA:jmn

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller