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## INTERAGENCY MEMO

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**DATE:** FRIDAY, OCTOBER 10, 2003  
**TO:** ALL NYSTEP WEB SYSTEM USERS  
**CC:**  
**FROM:** NYSTEP WEB DEVELOPMENT SECURITY  
**RE:** SECURITY PROTOCOLS FOR THE NYSTEP WEB SYSTEM

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As technology progresses and becomes more and more user friendly, systems generally grow more and more complicated. The upgrade to NYSTEP, allowing it to take advantage of web technology, is one such example. As we make it easier to use and include more information available in it, privacy and security concerns grow exponentially. The Department of Civil Service, and NYSTEP, takes this obligation very seriously.

Additionally, every State agency and every individual user of the NYSTEP System is responsible for ensuring the security of the information in the NYSTEP System.

**The information in NYSTEP shall not be made available or released to any third party, except as directed by a court of competent jurisdiction or as necessary to comply with applicable law such as the New York State Freedom of Information and Personal Privacy Protection Laws found in Public Officers Law Articles 6 and 6-a, respectively.**



**WARNING: When the system is rolled out on November 4<sup>th</sup>, any user with an invalid password (as outlined below) will have until November 14<sup>th</sup> to sign onto the system. At that time the user will be redirected to change their password. It must be changed before NYSTEP can be accessed. As of COB November 14<sup>th</sup>, any user that has not created a valid password will be locked out and have to contact the Help Desk to have their password reset for them.**

### NYSTEP PASSWORD CONTROLS

In accordance with the State Policy regarding the security of electronic data, the NYSTEP system will have the following password security:

Passwords must be a minimum of 8 characters in length;

At least one special character is required in each password. These special characters include: ! @ # \$ % ^ & \* ( ) - \_ = + \ | [ ] { } ; : / ? . < > ;

The system will require the password to be changed every 90 days;

The user will be locked out after 6 unsuccessful logon attempts, after which the Civil Service Help Desk must be called to allow the user back into the system;

The following Passwords will automatically be invalid in any form within the system: *NYSTEP*, *PASSWORD*, *PA\$\$WORD* and your *User ID*. Any user that currently has any of these passwords will be directed to a Password Maintenance page to change their password.

## SECURITY PROTOCOLS FOR THE NYSTEP WEB SYSTEM

### **AGENCY RESPONSIBILITIES**

Include, but are not limited to:

- Restricting access to the NYSTEP System to authorized employees who must use the system to perform the duties of their positions;
- Assigning authorized employees to a user operator class appropriate for the individual's need to access information;
- Reassigning authorized employees to a new user operator class when their need to access information changes;
- Notifying the Department of Civil Service immediately when a user ID is no longer being used or has been compromised because of a breach or potential breach in security; and,
- Training all employees on the security requirements of using the NYSTEP System.

### **USER RESPONSIBILITIES**

Individual users of the NYSTEP System have a responsibility to preserve security of information in the system.

Individual users' responsibilities include but are not limited to:

- Maintaining the privacy of personally identifying information;
- Maintaining the confidentiality of their password;
- Keeping written records of passwords in a secure place (e.g. not posted on or around the workstation); and,
- Logging off the system before leaving a PC unattended, even for a brief period of time.

INTENTIONAL AND/OR REPEATED ACCIDENTAL BREACH OF ANY SECURITY REQUIREMENTS MAY, AT THE SOLE DISCRETION OF THE DEPARTMENT OF CIVIL SERVICE, CONSTITUTE GROUNDS FOR TERMINATION OF THE USER'S ACCESS TO NYSTEP. SUCH TERMINATION WILL ALSO BE BROUGHT TO THE AGENCY'S ATTENTION.