	Montana Operations Manual *POLICY*	Category	Administration (includes personnel mgmt.), Information Technology
		Effective Date	**3/14/2019**
		Last Revised	**3/14/2019**
Issuing Authority	**Department of Administration** **State Information Technology Services Division**		
POL–Information Technology Reference Policy			

I. Purpose

The purpose of this policy is to provide roles and responsibilities, scope, definitions, enforcement, and references generally applicable to all policies, procedures, standards, guidelines, and other instruments administered by the Department of Administration (DOA) in accordance with the Montana Information Technology Act (MITA). Under MITA, which is found in Montana Code Annotated Title 2, chapter 17, part 5, DOA is responsible for carrying out the planning and program responsibilities for information technology for state government and establishing and enforcing statewide information technology (IT) policies and standards. General principles for public IT are defined in 2-17-505, MCA.

II. Scope

Under MITA, statewide IT policies apply to all state agencies, subject to the exemptions in 2-17-516, MCA and 2-17-546, MCA. The following agencies identified in 2-17-516, MCA, are exempt from statewide IT policies unless the agency's activities would detrimentally affect the operation of the central computer center or the statewide telecommunications network: the University System, Office of Public Instruction, and National Guard. The provisions of MITA do not apply to the criminal justice information network (CJIN) except for the provisions dealing with the purchase, maintenance, and allocation of telecommunications facilities. Section 2-17-546, MCA.

III. Roles and Responsibilities

For all IT instruments, roles and responsibilities for agencies and individuals are defined in accordance with ARM 2.12.204 and 2-17-512, MCA. Specific roles and responsibilities may be further defined in a particular instrument. For agency and individual level security roles and responsibilities, see POL-Information Security Policy – Appendix B.

IV. Definitions

    A. General Definitions
        1. "ARM" means the Administrative Rules of Montana.

2. "CIO" means chief information officer. Generally, a reference to the CIO means the State CIO, whose duties are described in 2-17-511, MCA. In some cases, where it is clear from the context, CIO may refer to the CIO of an agency.

3. "CISO" means chief information security officer. Generally, a reference to CISO means the State CISO, an employee of DOA who reports to the State CIO.

4. "DOA" means the Montana Department of Administration. In IT instruments, unless the context indicates otherwise, the term "department" also means the Department of Administration.

5. "Information Technology" or "IT" has the meaning provided in 2-17-506, MCA.

6. "Instrument" means a policy, procedure, standard or guideline.

7. "MCA" means the Montana Code Annotated.

8. "MITA" means the Montana Information Technology Act, provided in Montana Code Annotated Title 2, chapter 17, part 5.

B. Additional definitions may be found in 2-17-506, MCA.

C. Refer to the National Institute of Standards and Technology (NIST) Glossary of Key Information Security Terms for common information systems security-related definitions.

V. Enforcement

A. This policy provides general enforcement information for all IT instruments. Enforcement information specific to a single policy will be defined in that policy.

B. Agency-level enforcement information can be found in 2-17-514, MCA.

C. Individual-level enforcement information can be found in Administrative Rules of Montana Title 2, chapter 21, subchapter 65 – Discipline Policy.

D. PRO-Establishing and Implementing Statewide IT Policies, Standards, and Procedures governs policy changes and exceptions.

1. Submit an Action Request Form to request review or amendment of an instrument.

2. Submit an Exception Request Form to request an exception to an instrument.

3. Exceptions and changes to policies, procedures, standards, and other instruments will be prioritized and acted on based on impact and need.

VI. References

A. **Legislation**

1. Montana Information Technology Act (MITA)
   a) 2-17-505, MCA – Policy
   b) 2-17-511, MCA – Duties

        c)   [2-17-512, MCA](#) – Powers and Duties of Department
        d)   [2-17-514, MCA](#) – Department – Enforcement Duties
        e)   [2-17-516, MCA](#) – Exemptions – University System – Office of Public Instruction – National Guard
        f)   [2-17-546, MCA](#) – Exemption of Criminal Justice Information Network – Exception

   2.   Montana IT-related statutes not under MITA
        a)   [2-6-1501, MCA](#) – Definitions (Protection of Personal Information)
        b)   [2-6-1502, MCA](#) – Protection of Personal Information
        c)   [2-6-1503, MCA](#) – Notification of Breach of Security of Data System
        d)   [2-15-114, MCA](#) – Security Responsibilities of Departments for Data

B.   **Executive Orders and Administrative Rules**
   1.   [Executive Order No. 09-2016](#) – Executive Order Implementing the State Information Technology Convergence Plan
   2.   [Administrative Rules of Montana Title 2, chapter 12](#) – Information Technology Services Division
        a)   [ARM 2.12.204](#)
   3.   [Administrative Rules of Montana Title 2, chapter 21, subchapter 65](#) – Discipline Policy

C.   **Statewide IT Policies and Procedures (Montana Operations Manual)**
        a)   [POL-Information Security Policy](#)
        b)   [POL-Information Security Policy – Appendix B](#)
        c)   [PRO-Establishing and Implementing Statewide IT Policies, Standards, and Procedures](#)
        d)   [PRO-Action and Exception Request Procedure](#)
        e)   [Additional statewide IT policies, procedures, and other instruments](#) may be found in the Montana Operations Manual.

D.   **Forms and Other References**
   1.   [SITSD Catalog of Services](#)
   2.   [sitsd.mt.gov](#)