

CYBERSECURITY PLAN AND FINANCIAL SECURITY PROCEDURES

Related to the Management of Cash Assets

EMPLOYEE ACKNOWLEDGMENT

Agency Head is responsible for:

Establishing an approved Cybersecurity Plan and Financial Security Procedures and ensuring employees are fully aware of information security requirements for cash management and financial security.

Designating an administrator for the implementation and ongoing maintenance of the Plan.

Submitting revisions of the Cybersecurity Plan and Financial Security Procedures to the Cash Management Review Board for approval.

Administrator is responsible for:

Recommending to the agency head recommended updates to the Cybersecurity Plan and Financial Security Procedures to incorporate advancements in cybersecurity of cash resources of the agency.

Enforcing the compliance with the Cybersecurity Plan and Financial Security Procedures.

Designating network rights to agency staff based on operational needs of the agency.¹

Notifying agency head of security incidents and providing recommended resolutions to the security incident.

My signature hereon acknowledges that:

- 1) I have received a copy of the OLG/DCRT Cybersecurity Plan and Financial Security Procedures;
- 2) I have read this Plan;
- 3) I understand the content of this Plan;
- 4) I agree to comply with the terms and provisions of this Plan;
- 5) I understand that compliance with this Plan is a condition of employment/continued employment;
- 6) I understand that disciplinary action, including the possibility of termination, will be imposed for violating the terms and conditions of this Plan.

DATE EMPLOYEE (Signature)

EMPLOYEE (Printed Name)

DATE _____