

CYBERSECURITY PLAN AND FINANCIAL SECURITY PROCEDURES

Related to the Management of Cash Assets

EMPLOYEE ACKNOWLEDGMENT

IT Director is responsible for:

Working with Division managers to setup employee online access to agency's cash resources required to perform assigned duties related to cash management.

Recommending hardware, servers, cloud services, on premise software applications, software, infrastructure or platform that provides the safest online access to agency's cash resources within OLG/DCRT network.

Documenting and updating specific guidelines for password and network usage by 3 incorporating Division of Administration's Office of Information Technology's standards and industry best practices.

Requiring all computers connected to OLG/DCRT network to have threat protection software installed, enabled, and performing scans for spyware/malware, and indicators of compromise (IOC) on a continuous basis.

Ensure no personal wireless devices such as personal laptops, cell phones tablets, or similar may be accessed or connected to OLG/DCRT network except those specifically authorized by the Administrator, IT Director or Agency Head.

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 _____