



CWP Policy/Procedure Transmittal

Policy and Procedures Transmittal Number: 20-01

Effective Date: October 31, 2019

To: CWP Staff and Subrecipient Staff
From: Julie Watson, Compliance & Accountability Administrator
Issue Date: January 8, 2020
Subject: CWP IT Policy for CWP Network Users

With this transmittal, CWP is issuing CWP's information technology (IT) policy for all CWP Network Users. The purpose of this IT Policy is to ensure that CWP's Network Users use and maintain the CWP IT resources in a way that maintains the integrity and security of the information in these systems, protects our organization's investment and ensures effective operations of our business systems.

It is the responsibility of all CWP Network Users to understand and comply with these standards in their use of IT systems, data and equipment. These policies apply to contractors, consultants, temporary staff and other workers at CWP and the American Job Centers (AJCs), including all personnel affiliated with third parties. All CWP Network Users, regardless of their role in the organization, are required to read and comply with these policies and submit a signed the Network User Acknowledgment of IT Practices and Policies/Confidentiality Agreement Form also attached to this transmittal.

In addition to being attached to this transmittal, the CWP IT Policy and User Acknowledgment form may be found in CWP online Policy Manual, Section 2 CWP's General Policies and Procedures and Section 8 Forms at <https://capitalworkforce.org/policies/>.

Questions regarding CWP's IT Policy should be addressed to me at jwatson@capitalworkforce.org.

Please retain these procedures for your reference.