



Caddo Nation of Oklahoma

P.O. Box 487 Binger, OK 73009 | Phone: 405-656-2344

CYBERSECURITY AND INFORMATION TECHNOLOGY POLICY

Tribal Council Action:

ACTION BY CADDONATION TRIBAL COUNCIL
 ON: (DATE) 09-14-22
 APPROVED
 DISAPPROVED
 ACTION TABLED FOR:
 (REASON)
 Signed: *[Signature]*

Purpose

The purpose of this policy is to define the appropriate use of information technology and related services and functions of the Caddo Nation of Oklahoma's Information Technology (IT) infrastructure. These policies are meant to protect the Caddo Nation departments, employees, and the community they serve.

Scope

Compliance with this policy is mandatory and applies to all users. This policy also applies to all technology resources that are owned and/or leased by the Caddo Nation of Oklahoma. This policy also applies any personally owned technology resources that are used to access the Caddo Nation of Oklahoma's IT infrastructure.

Section I- definitions

CIA- Confidentiality, Integrity, and Availability. The CIA triad is a model designed to guide policies for information security within an organization.

Internet Services- All services accessed through the Internet to include, but not limited to e-mail, browsing, and file protocols (FTP).

Caddo Nation- Throughout the document, this refers to the Caddo Nation of Oklahoma.

PII- Personally Identifiable Information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context.

Technology Resources- Including, but not limited to, Caddo Nation's data, documents, computers, laptops, telephones, cellular phones, mobile devices, flash drives, removable disks, servers, switches, routers, wireless equipment, and software applications. Also includes any personally-owned computing equipment used to access the Caddo Nation's network.

Users- Caddo Nation employees, contractors, consultants, vendors, personnel affiliated with third parties, any other person or legal entity working on behalf of or at the behest of the Caddo Nation, and any person who has an account, login, temporary login, or has attempted to login to use Caddo Nation's Technology Resources.

Section II-Acceptable Use

General access to the Caddo Nation's Technology Resources is strictly limited to the Caddo Nation's users. Access to these technologies requires a username and password that is unique to each individual user.

Examples of acceptable use include:

1. Communication between employees and non-employees for Caddo Nation business purposes;



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2. IT technical support supplying software upgrades and patches;
3. Review of possible vendor web sites for product information or purchase;
4. Reference of regulatory or technical information; and
5. Research or online training or meeting;

Users are responsible for safeguarding the confidentiality, integrity, and availability (CIA) of the Caddo Nation's internet services and technology resources. In order to safeguard the Caddo Nation, users shall adhere to the following requirements;

1. Users are required to save all business data and/or documents to the network servers so that appropriate backup and security measures can be taken.
2. Users shall promptly report any unexpected system behavior, suspected or actual system intrusion, hack, virus, theft, or other security incident to their immediate supervisor.

Section III- Specific Use Policies

Computer Usage Policy

The use of the computer system and software is limited solely to appropriate business use. Employees are not allowed to use the computer systems for their personal benefit. Employees are strictly forbidden from installing software on the system. Further, this policy reaffirms that the Caddo Nation's employees have no reasonable expectation of privacy with respect to any computer hardware, software, electronic mail or other computer or electronic means of communication or storage, whether or not employees have private access or an entry code into the computer system.

The Caddo Nation reserves the right to monitor the use of its computer system and limit e-mail messaging and/or Internet browsing at any time.

E-mail Policy

Every employee is responsible for using the electronic mail (e-mail system) properly and in accordance with this policy. The e-mail system is the property of the Caddo Nation. It has been provided for use in conducting Caddo Nation business. All communications and information transmitted by, received from, or stored in this system are Caddo Nation records and property of the Caddo Nation. The e-mail system is to be used for Caddo Nation purposes only.

Employees have no right of personal privacy in any matters stored in, created, received, or sent over the e-mail system, for any reason and without the permission of any employee.

Employees are only allowed to use Caddo Nation emails issued by Caddo Nation. Emails must be under the same domain as the Caddo Nation website. *i.e.* - ***@mycaddonation.com

Employees should be aware that deletion of any e-mail messages or files will not truly eliminate the messages from the system. All e-mail messages are stored on a central back-up system in the normal course of data management apply fully to the e-mail system, and any violation of those policies is ground for corrective action up to and including termination of employment. Therefore, no e-mail messages should be created,



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sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.

The e-mail system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations.

Internet Use Policy

Certain employees may be provided with access to the Internet to assist them in performing their jobs. The Internet can be a valuable source of information and research. Use of the Internet, however, must be tempered with common sense and good judgement.

If you misuse your right to use the Internet, your access will be taken away from you. In addition, you may be subject to corrective action, up to and including termination of employment, and civil and policy.

Section IV- Other

No Expectation of Privacy

The computers and computer accounts given to employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send or receive on the computer system. The computer system and all intellectual property belong to the Caddo Nation and may only be used for business.

Monitoring Computer Usage

The Caddo Nation has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users.

Employee Social Media/Network Policy

Social media, including networking sites and blogs, are increasing in popularity and activity. The Caddo Nation of Oklahoma believes that social media can assist in raising visibility and support for its business. The Caddo Nation of Oklahoma is also aware that social media is not exclusively used for the Caddo Nation's business and that all employees are utilizing blogs and social networking sites for personal use. The use of such sites during business hours is permitted exclusively for work purposes.

When employees create their own blogs, comment on blog, create a LinkedIn profile, Twitter, use Facebook and/or contribute to or through any of the other online media (*i.e.*- *Wiki's, blogs, chat rooms, Internet forums, electronic mailing lists, etc.*), they are impacting their personal image and potentially impacting the Caddo Nation of Oklahoma. If your online profile indicates that you work for the Caddo Nation of Oklahoma, then that activity is associated with the Caddo Nation of Oklahoma. Therefore, the Caddo Nation of Oklahoma asks all employees to follow the guidelines below regarding online behavior. However, it is important to keep in mind that what is posted is traceable and permanent.

The sites covered in this policy include any electronic form of communication, including social networking sites such as Facebook and MySpace; professional networking sites such as LinkedIn; and live blogging tools like



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Twitter, as well as employee's personal blogs and those hosted by other organizations that you either author or where you post comments. Follow these guidelines when creating and/or publishing work-related or non-work-related content online;

Maintain confidentiality

Never divulge proprietary or confidential information about the Caddo Nation of Oklahoma, our employees or our clients.

Represent yourself accurately

If you are participating in an online community and commenting on topics related to our business, you must make it clear that you are speaking for yourself and not on behalf of the Caddo Nation of Oklahoma.

Be accurate

When posting content, your overall goal should be to provide value through accurate information. You may not post anything that is knowingly false.

Be respectful

Respect the opinions of others. You may have disagreements, but please make sure opinions are respectful. The Caddo Nation of Oklahoma does not tolerate intimidating or threatening comments.

Use of Telephones

Employee usage of Caddo Nation of Oklahoma telephone lines for personal usage is discouraged and should be limited to emergency situations only. Incoming/Outgoing personal calls shall not be at expense of the Caddo Nation of Oklahoma.

In certain circumstances, the Caddo Nation of Oklahoma furnishes cell phones to employees. These cell phones are to be used for Caddo Nation business only. Any personal use that results in charges will be the responsibility of the employee.

Non-business use of a personal cell phone during scheduled work hours is discouraged. Violation of this policy could result in disciplinary action up to and including termination.

Plan Development and Maintenance:

This Cybersecurity policy shall be reviewed and update annually. Necessary updates and revisions to this policy prepared and implemented based on deficiencies identified in training, exercises, and emergencies and upon changing of local, State and Federal policies and recommendations through the use of After Action Reports and Improvement Plans. Changes to this plan will be coordinated with the Caddo Nation Emergency Management Director and Tribal Leadership and then distributed to all staff.