

MAYOR'S EXECUTIVE ORDER # 1-89

MARCH 13, 1989

ESTABLISHING A POLICY ON DATA PROCESSING SECURITY

1. The City of Philadelphia relies extensively on its Electronic Processing (EDP) System to meet its operational, financial, and informational requirements. It is essential that these systems and the data they process be operated and maintained in a secure environment. The Executive Director of the Philadelphia Computing Center (PCC) is responsible for establishing a secure environment. All City employees are responsible to report observations of computer fraud and misuse to the Office of the Inspector General.
2. In order to establish a security program within the City's computer system, PCC, the Agencies, and the Inspector General's Office will institute the following security measures and standards:
 - A. PCC will assign an employee as a Security Administrator who will promulgate the process to carry out and enforce the City's security policy and standards.
 - B. Each Agency will assign an employee as a Security Administrator who will institute the procedures within the Agency.

All Security Administrators will collaborate in the monitoring of the computer system and the reporting of the system's misuse.
 - C. The use of City owned or leased computer systems for non-City work or other unofficial purposes is prohibited. Agency heads, in cooperation with PCC, shall be responsible for proper computer utilization.
 - D. All computer programs and data in the City computer systems and data libraries are for the sole use of the City.
 - E. Copies of programs or data may be released from the City's computer system only after the affected Agency head, in consultation with the Executive Director of PCC, has given written authorization.

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- F. Information services contracts, leases, licenses or other information service agreements entered into by the City shall contain a provision advising information services vendors of the City's retained property rights with respect to its information systems, programs and data and the City's requirements for EDP Security.
 - G. Passwords and other EDP security procedures shall be protected by the individual users from unauthorized use or disclosure. Each user will have his/her own password for exclusive use. No multiple user passwords will be allowed. Each user will be required to change his/her password at least once every thirty days.
 - H. Users of a personal computer will implement the proper security procedures to protect the City's interest. PCC will provide the technical expertise to assist the users in implementing security measures.
 - I. Those Agencies using personal computers to access the PCC network will be required to adhere to the same security procedures as those Agencies using standard terminals.
 - J. Any violation of the security procedures established pursuant to this Order will be reported to the Office of the Inspector General for investigation as required by the Mayor's Integrity Directive of January 4, 1988.
3. There is hereby established City wide network standards for EDP Security. These standards will insure the security of programs, data files, data communications, and the City's computer systems. These standards define the minimum requirements and procedures for gaining access to the City's computer system. They are designed to protect the system from unauthorized access.
- A. PCC will program each terminal with its authorized level.
 - B. Potential users must secure the approval of the owner of the application prior to requesting PCC to permit access to that application.
 - C. A user identification and a password will be required to gain access to a specific application.

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- D. Within each application, the owner of the information may restrict the user to read only access, read/update access or no access.
 - E. The owner of the application may further access to specific fields within any given application.
4. In the event that any City employee and/or official is denied access to a specific application, he/she may appeal such denial to the Mayor through his/her cabinet official.
 5. This Order will take effect immediately.

March 13, 1989
DATE


W. WILSON GOODE
MAYOR