

# WORKFORCESOLUTIONS

## GREATER DALLAS

Policy Number: A0119 Amendment #1	RE: Texas Government Code 2054.003(7)(8), P-41, WD Letter 11-16, as amended, Agency Board Agreement (ABA)
Date Issued: 09/15/2022	Effective Date: 09/15/2022

### WFSDallas Information Resources Usage Policy

#### Background

Workforce Solutions Greater Dallas utilizes the Texas Workforce Commission's P-41 form, as well as applicable WD Letters and State requirements for technology usage. This policy informs board staff, partners, and all contractors of responsibilities for the use of Information Resources owned or held in trust by the Texas Workforce Commission. This policy applies to anyone who needs access to these Information Resources or any state-owned or controlled Information Resources while making use of WFSDallas networks or connections. Information Resources means the procedures, equipment, software, that are employed, designed, built, operated, and maintained to collect, record, process, store, retrieve, display and transmit information, and associated personnel including consultants, and contractors, in accordance with Government Code 2054.003(7). For purposes of this policy and the P-41 form, information resources also include telecommunications hardware, software, services, supplies, personnel, facility resources, maintenance, and training in accordance with Government Code 2054.003(8).

#### Policy

##### Confidential and Sensitive Information

As a user of the TWC/WFSDallas systems, you may have access to confidential or sensitive information using TWC's Information Resources or through associated activities with State Information systems. As a user of TWC/WFSDallas systems, all staff/contractors/partners are required to conform with applicable laws and policies governing confidential and sensitive information. All users of the system must acknowledge and agree to the terms as stated in the P-41. All users of the system must safeguard personally identifiable information (PII) in accordance with TEGL 39-11, Guidance on the Handling and Protection of Personally Identifiable Information.

##### New hires/Existing Users of the System

All users of the system will follow and sign the P-41 as well as take required online courses:

- P-41 Usage Agreement must be signed/renewed annually, no later than the anniversary date of the prior year signature.
  - Beginning in January 2022, WFSDallas informed board staff, partners, and contractors of the requirements to submit the P-41, in accordance with this policy. For 2022, all forms must be submitted by February 28th. All new hires must submit the P-41 form prior to gaining access to State systems. In 2023, and subsequent years, the notification will be provided 30 days prior to the month of renewal. Renewal will occur in the 12<sup>th</sup> active month, prior to the month signed in the preceding year. TWC has stated that all signatures must be obtained prior to the anniversary of the preceding form. We will require training and new forms a month earlier for each subsequent year:
  - 2023 renewals will be signed by January 31, 2023;
  - 2024 renewals will be signed by December 31, 2023; and
  - 2025 renewals will be signed by November 30, 2024; continuing each subsequent year.
- For 2022/2023, all staff and contractors will complete required training in IT Security Awareness and Fraud Awareness (one-time completion).

**Please note that this is subject to change including substitutions, additions or deletions based on State policy.**


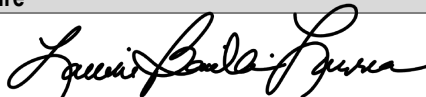
**As per the ABA, staff and contractors will modify deadlines and forms/training accordingly.**

#### Terminations

All persons terminated from employment or from access to state systems will activate required communications. It is incumbent upon the contractors (employer of record) to notify the board immediately upon termination of employment or termination of access to the systems. The Board will terminate access upon notice, but not later than 24 hours after termination. Communication of removal from the system will be handled via email, text, phone call or in-person.

#### Action Required

This policy must be distributed to management immediately, and to all affected staff no later than October 21, 2022. **Contact -** Inquiries regarding this policy should be directed to **Connie Rash, Senior Vice President, Resource Development and Deployment at 214.290.1008.**

<b>Approved for Content:</b>	
	10-21-2022
<b>Signature</b>	<b>Date</b>
	9-15-2022
<b>President's Signature</b>	<b>Date</b>