OFFICE OF
THE GOVERNOR

NO. 2014-0003
DATE JULY 17, 2014

AN ORDER ESTABLISHING THE STATE OF MAINE INFORMATION PROTECTION WORKING GROUP AND FOR OTHER PURPOSES

WHEREAS, the citizens of the State of Maine trust their State Government with a massive repository of personal information; and

WHEREAS, it is critical for the State to reciprocate that trust with the maximum possible security and privacy protection; and

WHEREAS, breach of State information can result in irreparable damage to the credibility of the State Government; and

WHEREAS, the State Government is fully committed to protecting the information assets in its custody from unauthorized use, disclosure, modification, and destruction; and

WHEREAS, any device that handles State information assets has the potential to compromise the security of State information assets; and

WHEREAS, State personnel are the custodians of all State information assets; and

WHEREAS, human error is a potential threat to the security of State information assets; and

WHREAS, State personnel must be trained in mitigating cyber threats to State information assets; and

WHEREAS, the Office of Information Technology (OIT) is the appropriate entity within the Executive Branch of the State Government to facilitate the establishment of policies, standards, and procedures necessary for the protection of State information assets;

NOW, THEREFORE, I, Governor Paul R. LePage, proclaim the following:

1. The State of Maine Information Protection Working Group is hereby established.

2. The Working Group shall consist of persons appointed by the Governor, including representatives of the following:

a. the Department of Administrative and Financial Services;
b. the Department of Defense, Veterans, and Emergency Management;
c. the Department of Public Safety;
d. the University of Maine System (including the Maine Cyber Security Cluster);
e. the Cyber Security Incident Response Team; and
f. other relevant federal, state and local government entities.

The Governor appoints the Chief Information Officer as Chair, to serve at the pleasure of the Governor. Members of the Task Force shall serve without compensation.

3. The Information Protection Working Group shall
   a. Regularly examine threats and vulnerabilities of State information assets;
   b. Develop cost effective defenses, best practices, and risk management against threats to State information;
   c. Develop state-wide policy and procedures; and
   d. Present recommendations to the Governor and Cabinet as needed.

4. Moreover, all State agencies are hereby instructed to comply with the following:

   a. All Agency and Department heads of the Executive Branch shall partner with OIT to ensure optimal Cyber Security for State information assets in their custody; and

   b. Any device that handles Executive Branch information assets is subject to approval by OIT; and

   c. OIT will partner with Agencies and Departments of the Executive Branch to deliver appropriate Security Awareness Training content customized for individual Agencies and Departments; and

   d. All personnel and any other individual with access to State information assets must complete the targeted Security Awareness Training, once per annum.

The effective date of this order is July 17, 2014.

Paul R. LePage

Paul R. LePage, Governor