

Task 3.6 Security and Privacy Policy Document and Refinement

Task Overview

FSA maintains numerous documents that provide policies and guidance on security related matters. Annual updates ensure the timeliness of the information contained in addition to meeting an associated Federal requirement. Additionally, all FSA policy must be synchronized with Department of Education and Federal guidance to maintain consistency. BearingPoint will review recommended updates to FSA policy documents and determine their applicability given existing requirements.

Task Details

This effort is currently focused primarily on the FSA Information Technology Security and Privacy Policy and the System Security Process Guide. The first draft of this policy document was first made available to the Department in July 2002 for review and comment. Since then, various FSA stakeholders used the opportunity to review the document and provide a number of changes for the next draft of the document. We analyzed these suggested changes and incorporated those that made FSA policy more clear. The associated log was also updated to track the changes.

We began an additional task under this task area. BearingPoint recognized the abundance of roles and responsibilities scattered throughout Department policy and procedures documents. To assist ED employees and contractors understand and implement their security responsibilities, we began extracting the responsibilities from the department documents and created a new document that will contain all security responsibilities. The responsibilities are associated with the originating document and categorized by subject area. As the Department releases new documents, we will update the document with any new responsibilities

Task Status

Over the last few months, focus has not been on the main security documents, like the FSA Security and Privacy Policy, but more on policies and procedures that address specific facets of security. This included updating and refining a number of documents created earlier in the year to maintain their value and align them with Department and Federal guidance.