

The Right Door for Hope, Recovery and Wellness

| Chapter Title | Section # | | Subject # |
|---|-----------|--------------|------------------------------|
| Information Technology / Information Systems | ITIS | | 100 |
| Subject Title | Adopted | Last Revised | Reviewed |
| Information Systems | 2/28/23 | 1/2023 | 1/29/24; 1/27/25; 1/26/26 |

POLICY

Application

This policy shall apply to The Right Door for Hope, Recovery and Wellness.

1. Intent

It is the intent of this policy that policies and procedures be established to define applicable standards and guidelines for the organization's technology usage along with the generation, management, and utilization of data and information.

2. Purpose

2.1. Require applicable polices related to the following areas:

2.1.1. Information Technology –

Information technology refers to the technological transfer, storage, and accessibility of information. Information Technology focuses on the use of hardware, software, and networks to carry out these processes. Information technology is a subset of Information Systems.

2.1.2. Information Systems –

The systems, people, and processes used in daily operations to create, store, manipulate, and distribute information.

3. General Standards

3.1.1. The Right Door shall work to implement a secured environment utilizing the following laws and standards in developing policies and procedures:

The Right Door for Hope, Recovery and Wellness

| Chapter Title | Section # | | Subject # |
|---|-----------|--------------|------------------------------|
| Information Technology / Information Systems | ITIS | | 100 |
| Subject Title | Adopted | Last Revised | Reviewed |
| Information Systems | 2/28/23 | 1/2023 | 1/29/24; 1/27/25; 1/26/26 |

- 3.1.2. HIPAA
- 3.1.3. HITECH
- 3.1.4. 42 CFR
- 3.1.5. Center for Internet Security (CIS) Controls
- 3.1.6. NIST Cybersecurity Standards
- 3.1.7. CARF
- 3.1.8. Other Contractual obligations

4. Minimum Policy Requirements:

4.1. Minimum required policies must include addressing the following areas:

- 4.1.1. Account and Credential Management
- 4.1.2. Change Control
- 4.1.3. Acceptable Use
- 4.1.4. Remote Access
- 4.1.5. Audit and Accountability
- 4.1.6. Cybersecurity Awareness
- 4.1.7. Data Management and Protection
- 4.1.8. Physical Access to Equipment
- 4.1.9. Enterprise Asset Management

The Right Door for Hope, Recovery and Wellness

| Chapter Title | Section # | | Subject # |
|---|-----------|--------------|------------------------------|
| Information Technology / Information Systems | ITIS | | 100 |
| Subject Title | Adopted | Last Revised | Reviewed |
| Information Systems | 2/28/23 | 1/2023 | 1/29/24; 1/27/25; 1/26/26 |

4.1.10. Software Asset Management

4.1.11. Risk Management/Risk Assessment

4.1.12. Firewall and Anti-Virus

4.1.13. Secure Configuration Management

4.1.14. Vulnerability Management

4.1.15. Mobile Device Management

4.1.16. Incident Response

4.1.17. Disaster Recovery and Business Continuity

4.1.18. Penetration Testing

5. Policy Index Format:

5.1. ITIS Policy number scheme

5.1.1. General 1XX

5.1.2. User 2XX

5.1.3. Information 3XX

5.1.4. Security 4XX

The Right Door for Hope, Recovery and Wellness

| Chapter Title | Section # | | Subject # |
|---|-----------|--------------|------------------------------|
| Information Technology / Information Systems | ITIS | | 100 |
| Subject Title | Adopted | Last Revised | Reviewed |
| Information Systems | 2/28/23 | 1/2023 | 1/29/24; 1/27/25; 1/26/26 |

| | | | |
|--|--|------|--|
| | | | |
| Deborah McPeek-McFadden, Board Chairperson | | Date | |