

TRUST TOOL

This TRUST TOOL has been made and entered into as of the _____ day of _____, 2016, between the Office of Management and Enterprise Services, Information Services (“OMES IS”) and _____ (“OMES IS Employee”).

Purpose: To promote trust amongst OMES IS Employees by breaking down communication barriers between OMES IS service groups, creating internal transparency and facilitating cross-collaboration to resolve problems efficiently and provide services to OMES IS partner agencies.

During the course of OMES IS Employees’ daily activities, information will be disseminated concerning OMES IS specific operations, vulnerabilities, technologies and security issues, including information identified and governed by Traffic Light Protocols, attached hereto as Exhibit A. Such information shall be freely shared and discussed with other OMES IS Employees without fear of reprimand or breaching confidentiality of their respective service groups. This Trust Tool is executed by all OMES IS Employees, meaning all OMES IS Employees are empowered with the same level of trust regarding the dissemination of job-specific information.

Executing this Trust Tool does not supersede any regulatory requirements for privacy and security.

Office of Management and Enterprise Services, Information Services Employee

Signature: _____

Printed Name: _____

Printed Title: _____

Signature Date: _____

Office of Management and Enterprise Services, Information Services

Signature: _____

Printed Name: James L. Reese_____

Printed Title: State Chief Information Officer_____

Signature Date: _____

Exhibit A:

Information Classification - Traffic Light Protocols

The Traffic Light Protocol (TLP) is a set of designations used to ensure that sensitive information is shared with the correct audience. It employs four colors to indicate different degrees of sensitivity and the corresponding sharing considerations to be applied by the recipient(s). When communicating cyber-incident or intelligence you must mark the document, e-mail subject line, and within the e-mail body with the appropriate classification.

Color	When should it be used?	How may it be shared?
RED	Sources may use TLP: RED when information cannot be effectively acted upon by additional parties, and could lead to impacts on a party's privacy, reputation, or operations if misused.	Recipients may not share TLP: RED information with any parties outside of the specific exchange, meeting, or conversation in which it is originally disclosed.
AMBER	Sources may use TLP: AMBER when information requires support to be effectively acted upon, but carries risks to privacy, reputation, or operations if shared outside of the organizations involved.	Recipients may only share TLP: AMBER information with members of their own organization who need to know, and only as widely as necessary to act on that information.
GREEN	Sources may use TLP: GREEN when information is useful for the awareness of all participating organizations as well as with peers within the broader community or sector.	Recipients may share TLP: GREEN information with peers and partner organizations within their sector or community, but not via publicly accessible channels.
WHITE	Sources may use TLP: WHITE when information carries minimal or no foreseeable risk of misuse, in accordance with applicable rules and procedures for public release.	TLP: WHITE information may be distributed without restriction, subject to copyright controls.