COIT Policy Overview
March 18, 2021

Buying Technology				
Policy	*Date*	*Summary*	*Partners*	*Priority*
Cloud Acquisition and Management Policy	2019	Requires departments to consult with IT leadership and conduct a risk assessment when procuring cloud services.	DT Cybersecurity Team	Low
Software Evaluation Policy	2010	Requires a Software Evaluation Method be used for all software purchases over $100k to ensure departments consider open source options.		Low
Green Technology Purchasing Policy	2019	Requires that purchases of computers, servers, and equipment adhere to national environmental standards.	Dept of Environment	Medium – update planned for 2021
Procurement Technology Standard	New	Set minimum standards for procurement technology	Controller's Office	High
CIO Review	New	Define CIO review process	DT	High

Managing Data				
Policy	*Date*	*Summary*	*Partners*	*Priority*
Data Management Policy	2019	Overall framework for data policies, requiring compliance with dataset inventories, open and confidential data sharing processes, and data standards.	DataSF, DT Cybersecurity Team	Medium
Data Classification Standard	2017	Sets up a classification framework for categorizing types of data based on risk, and is a foundational policy for all other data policies.	DataSF	Medium
Metadata Standard	2014	Creates requirements for metadata for open data published on the DataSF platform.	DataSF	Low

Public Noticing Standard	New	Create guidelines for public noticing for data collection	Digital Services, PSAB	High
Data Sharing Standard	New	Set requirements for sharing sensitive data	DataSF, DT	High
Data Retention Standard	New	Create guidance on data retention timelines	DataSF, DT, City Attorney	High
Data Minimization Guidelines	New	Create guidance on minimizing data collection	DataSF, DT	High
Public Records Metadata Guidelines	New	Set standard practice for addressing metadata in public records request	DT	High

Risk Management				
Policy	*Date*	*Summary*	*Partners*	*Priority*
Disaster Preparedness, Response, Recovery, and Resiliency Policy (DPR3)	2018	Requires all departments to develop IT resiliency plans and annual IT contingency plans, and to designated a Disaster Preparedness Coordinator	DT Cybersecurity Team	Medium
Citywide Cybersecurity Policy	2019	Requires all departments to appoint a DISO, adopt a cybersecurity framework, conduct an annual risk assessment, and follow citywide cybersecurity requirements.	DT Cybersecurity Team	Medium
Cybersecurity Awareness and Training Standard	2019	Requires annual cybersecurity training for all employees and new users.	DT Cybersecurity Team	Medium
Cybersecurity Requirements	New	Continue updating Cybersecurity Policy with requirements in specific areas, e.g. Identity and Access Management	DT Cybersecurity Team	High

Technology Infrastructure

Policy	Date	Summary	Partners	Priority
Email Policy	2012	Sets Microsoft Exchange as the email standard for the City.	DT	Low
Service Set Identifier (SSID) Standard	2014	Requires new public wireless networks to conform to the "_San_Francisco_Free_Wifi" standard.	DT	Low

Using Technology

Policy	Date	Summary	Partners	Priority
Acceptable Use Policy	2009	Requires City technology to be used only for City business.	Dept of Human Resources	Low
Software License Compliance Policy	2008	Requires departments to be responsible for maintaining inventories of software installed on computers.		Low
Technology Project Management Policy	2009	Requires all departments to adopt a technology project management methodology.		Low
Service Design Principles	New	Create guidelines for departments to develop accessible services	Digital Services	High
Website Accessibility Standard	New	Set minimum standards for website accessibility	Mayor's Office of Disability, Digital Services	High
Paperless Policy	New	Create guidelines for transitioning to paperless records	Dept of Environment	High
Telecommuting Guidelines	New	Set standards for technology use in telecommuting	DT, Dept of Human Resources	High