***Security Awareness and Training Policy***

*ITC/ORG Name Here*

version 1.0

August 2021

## Document Review History

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## Document Change History

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# Introduction

## Background

This policy is authorized and in use by {{ORG Name, and hereafter referred to as ({ORG Abbreviated Name} as defined in the definition page of this document, and it applies to personnel, as defined in the definition page of this document. The confidentiality, integrity, and availability of information stored within the information systems of { ORG Abbreviated Name}} must be protected in order to comply with federal and state law, governing policies, and to preserve our reputation as a caretaker of sensitive information. One of the best ways to make sure company personnel will not make costly errors in regard to information security is to institute company-wide security-awareness training initiatives that include, but are not limited to classroom style training sessions, security awareness websites, helpful hints via e-mail, or even posters. These methods can help ensure personnel have a solid understanding of company security policy, procedure and best practices.

## Purpose

The purpose of this policy is to provide methods and guidelines for the security awareness training and policy education of all personnel.

## Scope and Applicability

This policy applies to personnel who are granted access to any information systems managed by { ORG Abbreviated Name}}.

## Exceptions

Please see Appendix “A” for organizational specific exceptions.

# Security Awareness and Training Policies

## (AT-2) Security Awareness Training

{{ORG Abbreviated Name}} will provide basic security awareness training to all personnel, to include executives, managers, contractors and vendors.

Security awareness training will be delivered at new hire orientation to all onboarding personnel.

When an information system change makes a previously-communicated process invalid, an updated process will be communicated to the personnel affected.

Security awareness training will be delivered to all personnel at least annually, and can take the form of in-person presentations, interactive panels, electronic mail or memo, or web-based delivery.

(AT-2.1) { {ORG Abbreviated Name} } will include real-world examples in all delivered training in an effort to simulate actual scenarios that personnel could encounter.

(AT-2.2) { {ORG Abbreviated Name} } will include training on recognizing and reporting indicators of insider threats for all personnel.

## (AT-3) Role-based Security Training

Certain roles within {ORG Abbreviated Name} will require additional security training. This additional training will be provided to the roles listed below prior to authorizing access to the information system or performing assigned duties, when a change to the information system requires a security process change, and annually at a minimum thereafter.

(AT-3.1) {ORG Abbreviated Name} {facilities management} provides {org defined personnel}with training in the administration, employment and operation of environmental control systems during new hire and at least annually thereafter, or when a significant change to the system occurs.

(AT-3.2) { ORG Abbreviated Name} Security Officer provides Physical Security System Operators with training in the employment administration and operation of the physical security control system during new hire and annually thereafter, or when a significant change to the system occurs.

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| --- | --- |
| Role | Specific training need |
| {ORG Abbreviated Name} specific, could be common at later date | Recognizing security incident |
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## (AT-4) Security Training Records

{ ORG Abbreviated Name} Human Resources maintains a record of security awareness training and personnel information system security training activities, to include basic security awareness training within the personnel files of all employees. The records will be maintained for a period of time aligned with the {ORG Abbreviated Name}’s retention policy}.

# Procedures

## Resources

## Roles and Responsibilities

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| --- | --- |
| Role | Responsibility |
| Security Officer | Validate compliance on an annual basis. |
| Facilities Management | Provide policy during new hire process and informs personnel of changes. |
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## Train Personnel

Personnel are informed by a { ORG Abbreviated Name} Human Services representative of this policy during the new-hire process and are incrementally informed when the policy changes.

## Follow Up

The products of this policy must be reviewed at least annually and when the {{ORG Abbreviated Name}} review indicates that updates are required.

## Compliance

Personnel found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

## Documentation Compliance Review

All roles identified above must maintain documented proof of compliance for portions of this policy that are applicable to their responsibilities.

## Security Officer Documentation Compliance Review

The Executive Director will validate compliance with this policy on an annual basis.

# Acronyms/Definitions

|  |  |
| --- | --- |
| Acronym/Term | Definition |
| MC OECN | Management Council of the Ohio Education Computer Network |
| Personnel | Employees, contractors, consultants, temporary workers, and other workers. |
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# References

# Forms (If applicable)