



# California Health Sciences University

## CHSU INFORMATION SECURITY AWARENESS AND TRAINING POLICY

### I. PURPOSE

This policy provides direction and support for developing and managing information security awareness and training programs.

### II. INFORMATION SECURITY AWARENESS AND TRAINING

CHSU will implement a program for providing appropriate information security awareness and training to employees appropriate to their access to campus information assets. The campus information security awareness program will promote campus strategies for protecting information assets containing protected data.

All employees with access to protected data and information assets will participate in appropriate information security awareness training. When appropriate, information security training will be provided to individuals whose job functions require specialized skill or knowledge in information security.

### III. INFORMATION SECURITY AWARENESS

- A. The security awareness program will provide an overview of campus information security policies, and help individuals recognize and appropriately respond to threats to campus information assets containing level 1 or level 2 data as defined in the CHSU Data Classification Standard.

The program will support awareness of:

1. CHSU and campus information security policies, standards, procedures, and guidelines.
  2. Potential threats against campus protected data and information assets.
  3. Appropriate controls and procedures to protect the confidentiality, integrity, and availability of protected data and information assets.
  4. CHSU and campus notification procedures in the event protected data is compromised.
- B. After receiving initial security awareness training, employees will receive regular updates in policies, standards, procedures, and guidelines. The updates should be relevant to the employee's job function, duties, and responsibilities.



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## IV. INFORMATION SECURITY TRAINING

All CHSU employees will be required to complete an Information Security Training course as part of their employee onboarding. Completion of a refresher Information Security Training course will be required at least every two years.

When necessary, additional training will be provided for individuals whose job functions require special knowledge of security threats, vulnerabilities, and safeguards. This training must focus on expanding knowledge, skills, and abilities for individuals who are assigned information security responsibilities.

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- Policy Owner: Executive Director of Information Technology
  - Effective Date: 9/02/2020
  - Revised Date:
  - Approval by the President: 9/14/2020