



California Health Sciences University

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

CHSU will maintain 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. 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

III. INFORMATION SECURITY TRAINING

All CHSU employees will be required to participate in appropriate 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 appropriate, additional information security training will be provided to individuals whose job functions require specialized skill or knowledge in information security.

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- Policy Owner: Director of Information Technology
 - Effective Date: 9/02/2020
 - Revised Date: 01/27/2023
 - Approval by Provost: 01/27/2023
 - Approval by the President: 02/01/2023