

# Security Training and Awareness Policy

Version: 1.0  
Issued: 4/13/2017

## PURPOSE

The purpose of this policy is to ensure that any employee who has access to **Fitchburg State University (FSU)** information technology resources has an understanding of the applicable information security policies and access to security training at **FSU**. This policy must be read in conjunction with the Acceptable Use of Information Technology Resources Policy.

## SCOPE

This policy applies to all employees who have access to **FSU** information technology resources.

## POLICY

The primary purpose of an effective information security awareness training program is to establish and sustain an appropriate level of protection for data and information resources by increasing users' awareness of their information security responsibilities. Specific objectives include:

- Improving awareness of the need to protect information resources;
- Ensuring that users clearly understand their responsibilities for protecting information resources;
- Maintaining compliance with MA 201-CMR 17, PCI compliancy, Executive Order 504
- Ensuring that users have access to the University's information security policies and training, in order to develop skills and knowledge so they can perform their jobs securely.

All users may be required to complete security awareness training and training with respect to **FSU** information security policies upon hire and subsequently at least biennially. **FSU** will maintain records, as it deems appropriate, that confirm that a user has received training. Training may be delivered in person or online.

## ENFORCEMENT

Any person found to have violated this policy, intentionally or unintentionally, may be subject to disciplinary action, up to and including loss of access rights, termination of employment or expulsion from the University.

## ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Information Security Officer	Develops and/or facilitates the Information Security Training and Awareness program, ensures all personnel receive the appropriate security training associated with their jobs, and maintain records of training received.
Management	Ensure that all employees are appropriately trained and understand their roles in implementing the university's Information Security Policies.
All Users	Complete annual security training. Review, understand and agree to comply with all university "Information Security Policies and Guidelines."

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## REFERENCES

Framework COBIT 4.1	Regulations and Requirements PCI DSS - MA 201 - HIPAA	Supporting Standards and Procedures
PO.7 Manage IT human resources AI.4 Enable operations and use DS.7 Educate and train users		

## REVISION HISTORY

This section contains comments on any revisions that were made to this document and the date they were made.

Version Number	Issued Date	Approval	Description of Changes
1.0	1/12/2016	Compass ITC	Initial Draft
2.0			