UTIA IT0123 – Security Awareness, Training, and Education Policy

Effective: October 17, 2016
Last Reviewed: April 02, 2019 **Last Updated:** February 15, 2018

Objective:
This policy has been established to maintain the security skills of the University of Tennessee Institute of Agriculture's (Institute) users, IT personnel, and security staff.

Scope:
This policy applies to members of the Institute workforce who access Institute-owned IT assets, including but not limited to all desktops, laptops, devices, servers, and networks. The workforce, for purposes of this policy, includes all full-time and part-time staff, third-party contractors, volunteers, TSU Extension employees, county-funded employees, and seasonal workers who access Institute-owned IT assets. The workforce, for purposes of this policy only, does not include seasonal workers who never have access to Institute-owned IT assets or any other employee, retired or otherwise, who never access Institute-owned IT assets.

Policy and Procedures:
1. The Institute workforce will adhere to the following security training procedures:
    a. The Institute Chief Information Security Officer (CISO) will plan, implement, and maintain the Institute's security awareness, training, and education program.
    b. Institute workforce will be asked to complete training modules that are relevant to their individual job functions and access to data.
    c. All **new** Institute workforce will complete the assigned training within thirty days after hiring, in order to fulfill their security responsibilities.
    d. All **current** Institute workforce will be assigned mandatory refresher training modules annually between October 1 and November 30.
    e. Users who have not completed the training will be sent two reminders in the required period to complete the training.
    f. Any user who does not complete the training by the required date will lose access to systems classified as moderate, high, or business critical, and the supervisor will be notified.
    g. Institute workforce may receive one (1) CPE credit for security training and professional development upon completion of the total assigned curriculum. This is automatically loaded into IRIS every night.
    h. As a part of the program, information security training will be used in the evaluation of personnel performance.

i. Users will have access to security policies, standards, procedures, and rules of behavior for information systems via the UT policy website (http://universitytennessee.policytech.com/), as well as the UTIA security website (https://UTIAsecurity.tennessee.edu).
j. The Institute's CISO will insure Institute officials are fully informed of all IT security directives, policies, standards, procedures, etc., with which they must comply in order to carry out the University's mission.

2. Institute CISO information security metrics include:
    a. Biweekly tracking of security training and awareness program participation;
    b. Feedback to management through email notification.

3. As a supplement to the annual security training, employee education is attained through regular emails sent by the CISO that highlight relevant IT security topics.

4. Social media accounts are used by the CISO to notify the Institute's workforce of security tips and announcements.

5. Group IT security training is provided regularly, and one-on-one IT security training is offered upon request.

References:

UTIA Glossary of Information Technology Terms
UT Policy IT0123 – *Security Awareness, Training, and Education*
UTIA IT0115 – *Information and Computer System Classification Policy*
UT Policy HR0128 – *Human Resources Development Policy*

For more information, contact Sandy Lindsey, CISO, at (865) 974-7292, or email sandy@tennessee.edu.

Approval of Policy

We approve UTIA IT0123 – *Security Awareness, Training, and Education Policy* as described in this document.

Name	Title	Signature	Date
Tim Cross, Ph.D.	Chancellor, UTIA		2/21/18
Robert L. Ridenour, Jr.	Chief Information Officer, UTIA		2/22/2018
Sandra D. Lindsey	Chief Information Security Officer, UTIA		02/19/2018