

1100-P141 – Information Security Awareness and Training

I. PURPOSE

This policy establishes the requirement for information technology (IT) security awareness and training in all executive branch agencies.

II. SCOPE

This policy applies to all executive branch agencies, boards, and commissions (collectively referred to as “agencies”).

III. POLICY

- A. Initial Training. All employees shall receive and acknowledge initial security training before they are given access to State information and information technology resources. The initial training shall cover their security duties and responsibilities.
- B. Security Awareness. All State employees shall be exposed to security awareness materials throughout the year.
- C. Recurring Training. All State employees shall receive an annual refresher that reinforces relevant information security issues. Recurring training shall use selected/applicable content from the initial training and/or information pertaining to system upgrades or new applications that have security relevance.
- D. Specialized Training. Users shall receive additional security training as required by changes in the technologies or their security responsibilities. Administrators and other State personnel performing security duties shall receive the training they need to do their job.
- E. Agencies are encouraged to provide specialized training materials for their agency-unique security training needs. Agencies should however, coordinate their initiatives with the Department of Administration and Information (A&I) - Human Resources (HR) division. This coordination will help to identify common training needs among the agencies to take advantage of economies of scale.
- F. All agency-level training shall be documented and maintained within the agency.

CIO Approved Date: 1/5/2011