

**8035.S000 Security Awareness and Training**

<b>Implements:</b>	CSU Policy #8035
<b>Policy Reference:</b>	<a href="http://www.calstate.edu/icsuam/sections/8000/8035.0.shtml">http://www.calstate.edu/icsuam/sections/8000/8035.0.shtml</a>

**Introduction**

Information Security Awareness and Training programs are a key element of the CSU Information Security Program. Establishment of a campus training and awareness program will ensure that people understand their information security responsibilities and help to reduce the number and impact of information security incidents.

**1.0 Campus Security Awareness and Training Program**

- 1.1 Each campus ISO will be responsible for overseeing development and coordination of the campus information security awareness and training program. At a minimum, each campus program must include:
  - a) Annual review of content, and refresh as necessary to address changes in law, policy or present information security threats.
  - b) Information security awareness training for new employees. This training must be completed within reasonable proximity to employee start date as established by the campus.
  - c) Annual information security awareness refresher training for all campus employees who interact with protected Level 1 information assets.
  - d) Periodic information security awareness refresher training for all campus employees who access information assets on a schedule established by the campus and not to exceed three years.
  - e) Annual information security training for privileged users (e.g., system and security administrators) who interact with information systems containing protected data.
  - f) Information security training for the ISO and other managers responsible for developing and coordinating the campus information security program and controls as needed to address changes in law, policy or present information security threats.
- 1.2 Ongoing security awareness outreach activities for all persons who use or access campus information assets must be recorded and available for internal audit.
- 1.3 Security awareness refresher training may take the form of activities such as brownbag sessions, information on special topics delivered via email and other presentations or publications.

**REVISION CONTROL**

**Revision History**

Version	Revision Date	Revised By	Summary of Revisions	Section(s) Revised
1.0	3/2011	Macklin	Draft Standard	All
1.1	9/2/2011	Moske	Format draft.	All

1.2	6/7/2012	Macklin	ISAC Comments incorporated	All
1.3	9/2/2012	Macklin	Corrections to content and spelling	2.0
1.4	12/13/12	Macklin	ISAC: reword final sentence. Approved.	All

**Review / Approval History**

<b>Review Date</b>	<b>Reviewed By</b>	<b>Action (Reviewed, Recommended or Approved)</b>
12/13/12	ISAC	Recommended
6/5/13	ITAC	Review
7/16/13	Perry (CISO)	Approved for Posting