SUBJECT: Information Systems Awareness and Training
EFFECTIVE DATE: June 1, 2020
BOARD POLICY REFERENCE: CS

PURPOSE
Establish procedures and policies for employee information security training.

PROCESS
Training Policy and Procedures (AT-01)
Security awareness training must address the purpose, scope, roles, responsibilities and management commitment to secure use of information systems.

Employees who use information resources must complete the required security awareness training as assigned by Human Resources.

Security Awareness Training (AT-02)
Blinn College District must provide an ongoing information security awareness education program for all users. All new employees must complete security awareness training within 30 days of being granted access to information resources. Employees must complete security awareness training on an annual basis.

Role Based Security Training (AT-03)
Employees with assigned security roles must complete security training related to their security roles and responsibilities. The CISO must designate the training requirements as necessary. Human Resources will maintain records of completed security training.