Security Awareness Training and Communication Policy

Date: 06/12/06	**Policy ID:** UVAW – 12	**Status:** Approved

Contact Office: Office of Information Technology

Oversight Executive: Director of Information Technology

Applies to: All UVa-Wise Employees

Reason for Policy: To ensure that all employees are aware of their responsibilities toward the resources to which they have access.

Definitions: Resources – include but are not limited to data, information, equipment, and accessibility

Policy Statement: Security Awareness training is used as a tool to inform employees of their responsibilities and bring to them an awareness of potential threats and how to deal with them.

Procedures:
- 1.0   Security Awareness Training and Communication is mandatory for all employees
    - 1.1   Security awareness training shall be conducted with all new employees within thirty days of hire and refresher training shall be given to all employees annually.
    - 1.2   Documentation that the employee has received training shall be kept in the employee's personnel file.
    - 1.3   Security communication shall be maintained through the College and OIT website, through administrative meetings, and through email alerts as necessary.

Related Information: See also UVa's Security Awareness Training
http://www.itc.virginia.edu/security

Background: Approved by Brian Ward, CIO – UVa-Wise, June 13, 2006

Revision: As of 2018 "Security Awareness Training" is handled through UVA.