

UNIVERSITY OF FLORIDA  
**SPICE** The Focus is on YOU  
 Security Program for the Information and Computing Environment

Information Security  
 General Awareness Training  
 Module 2 – SPICE Program

For The UF HSC Workforce

This is a general awareness training presentation on information security, at the end of which you should understand...

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**SPICE Program**

- Policies
- Responsibilities
- Resources

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That there are policies that govern your use and protection of information  
 That responsibilities have been delegated to you when you are given access to information and are granted computer privileges, and  
 That resources that are available to you, to help you comply

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**University of Florida**

- Is Responsible to Protect Information
- Designates Deans, Directors and Department Chairs To Set Rules
- Delegate to You Through HSC SPICE

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The University of Florida is responsible for the protection of information located anywhere on its premises, and for all the information that you create, maintain, transmit or store in the course of your work for the University, no matter where your work takes place.

Our Vice President of Medical Affairs, Dr. Barrett, and the Deans of our Colleges, the Directors of our Institutes, and our Department Chairs have determined the information security requirements and responsibilities for the Health Science Center workforce.

Your responsibilities to appropriately use and protect information have been formally delegated to you by these members of our executive staff, through our information security program known as SPICE.

What exactly is SPICE?

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**What Is SPICE?**  
 Security Program for the Information Computing Environment

People in key information security roles

Unit Procedures

Security Program Policies and Standards

Educational Materials

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SPICE is the Security Program for the Information Computing Environment here at the Health Science Center. The SPICE program consists of key people in key information security roles, information security policies and standards, Unit procedures, and education and training such as this online training presentation. The policies depict *your* responsibilities and accountability for your actions. It is very important for you to learn about the SPICE policies and procedures that pertain to your work. Because of the potential for damage, the Health Science Center takes information security very seriously. Failure to comply with the SPICE policies and your Unit's procedures for protecting information, could result in disciplinary measures up to and including termination.

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**SPICE is**



**People in key information security roles**

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The most important part of the Health Science Center's security program is people. At the end of the day, appropriateness in the use and security of information *depends* on people. So who are key people in the Health Science Center's security program and why are they important?

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**Why Are Key People Important?**

- A Resource to You
  - They know the rules
  - They know the technical safeguards



**People in key information security roles**

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There are many reasons why key information security people are important to the UF Health Science Center. But the key reason *you* should know about them is because they are in place to help you know and comply with the security rules.

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**Who Are Key People?**  
**HSC Chief, Information Security**



- Oversees the security program in all HSC Units
- Ensures compliance to policies and standards
- Provides information, guidance and educational materials applicable to all

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Who are the people in key information security roles?  
The HSC Chief of Information Security oversees the program across all Health Science Center Units and ensures that policies, standards and procedures are being followed. Colleen Ebel is our Chief of Information Security. You may receive direction from her on appropriate practices and security alerts from time to time. You may see members of her staff in your Unit checking up on how well policies are being followed, or investigating an information security incident. You may contact her at this email address if you have any questions you would like her to answer.

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**Who Are Key People?**  
**Information Security Administrator (ISA)**



- Ensures compliance to policies and standards by faculty and staff within your Unit
- Disseminates information and educational materials from the SPICE Program to Unit users
- Knows the information security rules and can provide guidance to Unit users

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Every unit in the Health Science Center has two key people who are assigned information security responsibilities for their unit. One is called your Information Security *Administrator* and the other is called your Information Security *Manager*.  
Your Information Security Administrator (ISA) is most likely in an administrative role in your department. He or she works to ensure compliance to the policies by providing educational materials and by being a source of knowledge about the rules for protecting information for you and other faculty or staff within your Unit.

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### Who Are Key People?

#### Information Security Manager (ISM)



- Typically the manager or director of your IT department
- Ensures information systems in your Unit are compliant with security policies and standards
- Provides technical security solutions on your computer and software
- Knows the technical security tools in your Unit and can provide consultation and support of them

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Your Information Security Manager (ISM) is most likely a manager, director or system administrator of the computer system in your department. This is a very knowledgeable person who knows what technical security solutions should be on your computer to help you protect information. He or she can tell you exactly how to use your department computers in a secure manner.

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### Who Are Key People?

#### You !



- Know the rules
- Follow the rules
- Use the tools

SECURITY DEPENDS ON WHAT YOU DO

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And *you* are a very important link in our defense against computer hacking, viruses and other elements that threaten our computer systems and information. No matter what your ISA and your ISM do to protect information, your practices as a user can counteract what they do if you don't know the rules, follow them, and use the resources provided to do so.

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### Know Your Unit ISA and ISM

- Find your Unit ISA & ISM on the UF HSC Security web site
- Make note of them
- Know them by heart

[security.health.ufl.edu](http://security.health.ufl.edu)

Resources

Find Your Unit ISA & ISM



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You may already know who your Unit ISA and ISM are. But, if you don't, take a few moments to learn who they are and know them by heart.

At the end of this presentation, go to [security.health.ufl.edu](http://security.health.ufl.edu) and click the link under Resources to Find Your Unit ISA & ISM

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### SPICE is Key People

You

Unit ISA

Unit ISM



HSC Chief, Information Security

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Protecting our information, and understanding how to do it is very challenging in today's computing environment. It takes awareness and capabilities on the part of You, your ISA and your ISM, all at the same time. The HSC Chief Information Security Officer is also a key person. Make use of these resources and follow their direction when they provide it.

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**Security Program Policies and Standards**

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The SPICE program is also policies and standards. The SPICE policies and standards are the rules for protecting the information we use and the computer systems we use to access it.

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What SPICE Policies Are Important To Me?

- Information Classification
- Safeguards
- Reporting Incidents
- Accountability and Consequences



Security Program Policies and Standards

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The policies and standards most applicable to you:

Are information classification rules which define what kind of information needs to be protected.

Are safeguard rules, which are measures you must take to protect it.

Are rules for reporting security incidents when you observe them or become aware of them.

Place accountability on each and every one of us, and enables accountability through monitoring, logging and incident reporting of your computer activity.

You can review the training modules associated to each of these areas by accessing them directly from the training link on the UF HSC Security web site.

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**Unit Procedures**

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Unit procedures provide step by step instructions for you to follow to comply with information security policies.

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What Unit Procedures Are Important To Me?

- Incident Reporting
- Physical Security of Your Work Area
- Device and Media Security
- Detection and Prevention of Malicious Software
- Disaster Preparedness



Unit Procedures

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You are required to know and follow these Unit procedures:

Incident reporting

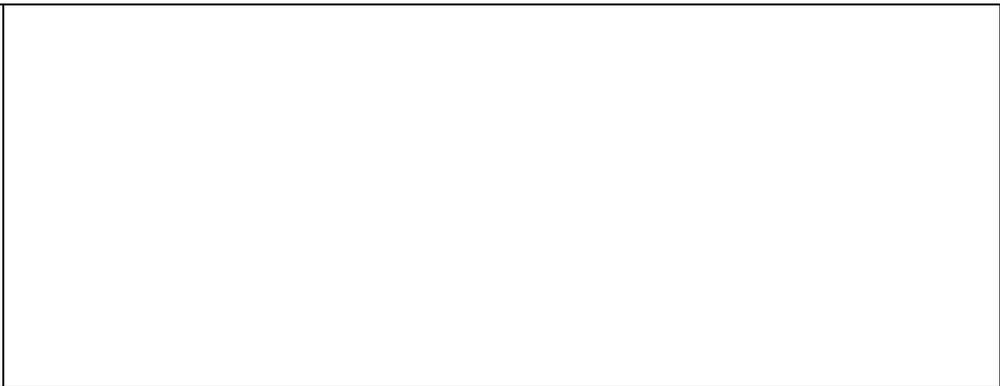
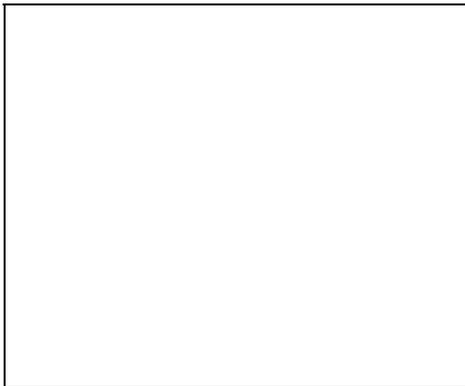
Maintaining the physical security of your work area

Maintaining the security of the computer you use and the CDs, memory stick, floppy disks or other types of electronic storage you use.

Detecting and preventing malicious software on your computer

Your role in preparing for a disaster such as an approaching Hurricane

Your Unit ISA and ISM have these procedures documented and published for your use. Take the time to locate them, and read and understand them to do your part in protecting information.



Training and education are key to enabling people to comply with the policies and standards for information security. The SPICE program provides for educational materials to help You.



The educational materials are accessible on the HSC Information Security web site at this address.



Security essentials provides security at a glance for everyone.

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<http://security.health.ufl.edu>

UF HSC SPICE Program

- > About
- > Security Essentials
- > **Training**
- > For Unit ISAs/ISMs
- > EduGuides
- > Contact
- > Reporting an Incident

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There are links to more information security training resources.

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PDA Secure Use - EG0001 8/17/05  
 PDA Secure Support - EG0002 8/23/05  
 Information Classification - EG0003 9/06/05  
 Suggested Procedures for Classifying Information (Oct 25)  
 Laptop Secure Use - EG0004 11/22/05  
 Laptop Secure Support - EG0005 11/22/05  
 Removable Media Secure Use - EG0006 11/22/05

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And readers, called EduGuides, which provide more in depth information on specific topics that might be applicable to you.

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Unit Information Security Educational Materials

Contact your Unit ISA and ISM to find out

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Additional educational materials may be available in your Unit. Contact your Unit ISA or ISM to find out.

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- > About
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Training

- Workshops
- Security Essentials
- Videos
- Posters
- Other Training Resources

**Educational Materials**

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Since training and education are critical to your ability to protect information, you are required to review information security training topics that pertain to your job, on a periodic basis. Your supervisor and your Information Security Administrator determine your recurring training needs and will communicate them to you. Make sure that you follow their direction.

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You Are Responsible

Know Your Responsibilities

Learn About Safeguards

Review The SPICE Training Regularly

<http://security.health.ufl.edu/training>

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This concludes the information security general awareness training on the SPICE Program. You should be aware that you have important responsibilities in the protection of information you use, and that several resource are available to you to help you carry them out. Be sure to follow through on the remaining information security general awareness training modules and anything else provided by your Unit ISA and ISM.