

Policy: GP0005	Category: General Provisions	Version Date: 2/1/2017
Title: Security Education and Awareness Policy		Effective Date: 2/15/2017
Originating Unit: Information Security Advisory Committee		Last Review: 2/1/2017
Reviewer: HIPAA Security Officer		Next Review: 2/1/2020

Purpose:

To ensure that all users of electronic systems are given appropriate information security orientation and education.

Scope:

All users of electronic information systems.

Reference:

1. GP0005.02: Security Education and Awareness.

Policy:

1. All users will be oriented to their work environment by the use of training aids deemed appropriate by the user’s supervisor. Users shall be educated regarding security issues to the extent that it applies to their specific job duties. This education process shall be done in compliance with Standard GP0005.02: Security Education and Awareness .
2. Each Unit shall designate an orientation and education schedule for users and maintain a record of education activities carried out in the Unit.
3. Users shall not have unsupervised access to Restricted or Sensitive information until they have received appropriate orientation and education as determined by the Unit Information Security Administrator.
4. Periodic re-orientation shall be required for users to continue to have access to systems as deemed appropriate by the user’s supervisor in conjunction with the Unit Information Security Administrator.