

BSD & UCM Cyber Security Policy Summary

Policy Name: **Security Awareness and Training Policy**

Date: September 14, 2015

Purpose

The **Security Awareness and Training Policy** defines the responsibilities of management, administrators, faculty and staff for cyber security awareness training. Cyber security awareness training ensures that those with access to our information systems and data are aware of the various cyber risks posed and can identify and react to events that jeopardize the security of both organizations, UCMC and BSD.

Policy Summary

Definitions

- **Covered Individuals** - Employees and students of UCMC and BSD (e.g. Administrators, Faculty, Staff and Users) including third parties with access to the Organizations' Information Systems.
- **Information System Owners** - Employees of the Organization who are Director level, faculty, or above and has the ultimate responsibility over a particular Information System.
- **Departmental and Unit Leaders** - Department Chairs, Section Chiefs, Executive Directors, Directors, Managers, Supervisors, etc.
- **Executive Management** - Dean of the Biological Sciences Division, the President of The University of Chicago Medical Center, Associate Dean's, Assistant Dean's, Vice Presidents, and Research Executives.

General Summary

- Employees will participate in security awareness training when first joining the organization and on an annual basis thereafter.
- Third parties must be provided with security awareness training by their direct employer and upon request training confirmation must be made available to the CISOs, Privacy Office or legal counsel for review.
- It is the responsibility of Departmental and Unit Leaders to ensure that their staff completes the applicable security awareness training.
- CISOs, the Privacy Officer, or legal counsel will facilitate additional security awareness training (a) in response to a security incident, (b) based upon the individual's role or function, (c) based upon the content of the Protected Information.
- A summary of the responsibilities outlined in the policy are provided in the table below.

Roles	Administrators Faculty, Staff and Users	Departmental and Unit Leaders	Executive Management
Responsibilities			
Ensures security awareness training complies with organization policies.			✓
Completes security awareness training yearly or upon request.	✓	✓	
Ensures that staff completes applicable security awareness training.		✓	