Policy Title: Personnel Security Policy and Procedures

Policy Type: Administrative


Approval Date: 05/28/2014 Revised

Responsible Office: Office of Information Technology

Responsible Executive: CIO

Applies to: Office of Information Technology

POLICY STATEMENT

Personnel security policies assist in ensuring that appropriate measures are taken, with regard to accessing the University’s information system, when authorization, transfer or termination of University personnel and/or third-party personnel occur.

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CONTACT(S)

Office of Information Technology – (757)823-2869
STAKEHOLDER(S)
University Faculty & Staff
Office of Information Technology

PURPOSE
This control is intended to establish the policy and procedures that are required for the effective implementation of selected security controls and control enhancements in the personnel security family.

REQUIREMENTS
NSU develops, disseminates, and reviews/updates at least annually:

1. A formal, documented personnel security policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among University entities, and compliance; and:

2. Formal, documented procedures to facilitate the implementation of the personnel security policy and associated personnel security controls.

VIOLATIONS
Violations of this policy will be addressed in accordance relevant University and Commonwealth of Virginia policies, including University Policy 32-01 and Department of Human Resources Management Policy 1.75. The appropriate level of disciplinary action will be determined on an individual case basis by the appropriate executive or designee, with sanctions up to or including termination or expulsion depending upon the severity of the offense.

INTERPRETATION
The Information Security Officer is responsible for official interpretation of this policy. Questions regarding the application of this policy should be directed to the Office of Information Technology. The Information Security Officer reserves the right to revise or eliminate this policy.

PUBLICATION
This policy shall be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

1. Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;

2. Submit the policy for inclusion in the online Policy Library within 14 days of approval;
3. Post the policy on the appropriate SharePoint Site and/or Website; and

4. Educate and train all stakeholders and appropriate audiences on the policy’s content, as necessary. Failure to meet the publication requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: 05/28/2015
- Approval by, date: Office of Information Technology and 05/28/2014
- Revision History:
  - Supersedes (previous policy): OIT 62.8.1301 Personnel Security Policy and Procedures

RELATED DOCUMENTS

Virginia Commonwealth State policy SEC501-08 Information Security Standard