Policy Title: Security Training Records

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

Security training records document the training IT system users are required to complete in order to achieve appropriate understanding regarding University Information Security Policies and acceptable use requirements for IT systems and data.

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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 for the documentation and retention of security training records for the University’s information system users.

REQUIREMENTS

NSU shall:

1. Document and monitor individual information system security training activities including basic security awareness training and specific information system security training; and

2. Retain individual training records for a period as defined by the University’s records retention policy.

Supplemental Guidance: While NSU may deem that University mandated individual training programs and the development of individual training plans are necessary, this control does not mandate either. Documentation for specialized training may be maintained by individual supervisors at the option of the University.

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 62.8.204 Security Training Records

RELATED DOCUMENTS

Virginia Commonwealth State policy SEC501-08 Information Security Standard