

Security Awareness Policy

Policy Title:
Security Awareness Policy

Responsible Executive(s):
Chief Information Security Officer

Responsible Office(s):
University Information Security Office

Contact(s):
If you have questions about this policy, please contact the University Information Security Office.

I. Policy Statement

This policy outlines Information Security Awareness training requirements and how awareness materials will be provided to the Loyola community.

To ensure that all members of the Loyola community are exposed to Information Security awareness materials, and that they have some level of understanding of those materials. This policy is required by regulations applicable to the University.

II. Definitions

Not applicable.

III. Policy

As part of Loyola University Chicago's efforts to secure protected personal, financial, and educational information, all full-time and part-time faculty, staff, and students are required to complete annual security awareness training. This training is mandatory for all employees and students who have access to the University's information systems. Failure to complete the training may result in disciplinary action. This policy is required by regulations applicable to the University.

- x Information security awareness training sessions
- x Information provided via new faculty and staff orientation
- x PCI Compliance Awareness
- x Video Awareness Training using Loyola's Learning Hub
- x Information provided to students

Information Security Website: The University Information Security Office (UIISO) will maintain a website at www.luc.edu/uiiso providing information about Information Security concepts, best practices, advisories and relevant security articles. The website will be updated monthly at a minimum.

Information Provided via Inside Loyola: The UIISO will work with University Marketing and Communications (UMC) to send out relevant security messages to the community via Inside Loyola.

Information Provided via Mass Email to the Loyola Community: The UIISO will work with UMC to send out high priority messages to the Loyola community via mass email distribution.

Information Security Awareness Training Sessions: The Information Security team will provide Information Security awareness sessions as requested by departments.

Information Provided via Employee Orientation: The UIISO will meet with Human Resources on a yearly basis to ensure that Information Security materials included in the orientation sessions are current and appropriate. The UIISO will be available to help provide this information as required.

Information Provided via New Faculty Orientation: The UIISO will work with Faculty Administration yearly to ensure that Information Security materials included in the New Faculty Orientation information sessions are current and appropriate. The UIISO will be available to help provide this information as required.

PCI Compliance Awareness: The UIISO will work with appropriate constituent groups to identify appropriate personnel and their role in PCI compliance and will ensure that all affected personnel attend awareness training upon hire and at least annually thereafter. Additionally, annually, all personnel must acknowledge that they have read and understand the information security policy.

Video Awareness Training: The UIISO provides online mandatory awareness training to all personnel. Additional training may be required to specific personnel based on their roles (PGDSS, PII, Data Steward, HIPAA, etc.) and will ensure that all personnel attend appropriate awareness training upon hire and at least annually thereafter. The training consists of a series of videos followed by a brief quiz. Training is delivered via Loyola's online LMS or another approved online method.

Information Provided to Students The UISO will work with the Department of Student Development on a yearly basis to ensure that Information Security materials included in orientation and Loyola 101 sessions are current and appropriate. The UISO will be available to help provide this information as required.

IV. Related Documents and Forms

Not applicable.

V. Roles and Responsibilities

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| Chief Information Security Officer | Enforcing the Policy at the University by setting necessary requirements. |
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