

The University of Wisconsin Oshkosh
Procedure # UWO.IT.1032.A
Information Security: Security Awareness



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1. PURPOSE

The purpose of these procedures is to define the steps required to fulfill mandatory security awareness training at UW Oshkosh.

2. RESPONSIBLE OFFICER

Chief Information Officer

3. SCOPE

These procedures apply to all employees of the university.

4. BACKGROUND

The President of the University of Wisconsin System is empowered to establish information security policies under the provisions of Regent Policy Document 25-5 (<https://www.wisconsin.edu/regents/policies/information-technology-information-security/>).

The UW System and UW Oshkosh are committed to a secure information technology environment in support of institutional mission. These procedures are designed to help ensure effective and consistent information security awareness throughout the University of Wisconsin System.

5. DEFINITIONS

Employees: All faculty, staff, and student-workers.

Individuals: All faculty, students, and staff.

Institutions: All four year campuses of the UW System, UW Colleges, the University of Wisconsin- Extension, and UW System Administration.

6. PROCEDURES

1. The Information Technology unit shall develop or arrange awareness training materials for employee consumption.
2. The Information Technology unit shall make security awareness training optionally available for students who have access only to their own data.
3. The Information Security Officer and team may customize the training as needed for UW Oshkosh IT purposes.
4. The Information Security Officer and team shall review and update the training materials at least annually to incorporate emergent best practices.
5. The Office of the CIO shall inform campus of the availability of security awareness training, means to access the training, and deadline to complete the training.
6. The HR Office shall incorporate security awareness information into new employee orientation and onboarding.
7. The Information Technology unit may engage campus in security awareness activities such as phish testing campaigns or other socialization methods.
8. The Office of the CIO shall track and report completion rates and follow up with non-compliant individuals to take appropriate action, which may include but is not limited to removal of access to UW Oshkosh and UW System nonpublic data until such requirements have been met.
9. Individuals who work with or engage outside entities such as contractors, consultants, or business partners shall notify those entities that they are required to abide by UW Oshkosh information security policies, prior to giving them access to university information, information systems, or data sources.
10. University leaders shall promote information security as an integral part of our day to day operations and an important responsibility of all individuals who have access to university information.

7. REFERENCES

UW System Administrative Policy 1031, Information Security: Data Classification

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/information-security-data-classification/>

UW System Administrative Policy 1031, Information Security: Data Classification

(<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/information-security-data-classification/>)

UW System Administrative Procedure 1032.A, Information Security: Awareness

(<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/information-security-awareness/>)

Procedures 1032.A: Information Security: Security Awareness

UW System Administrative Procedure 1034, Information Security: Acceptable Use

(<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/information-security-acceptable-use/>)

UW System Operational Policy GEN 13 Layoff for Reasons of Budget or Program

(<https://www.wisconsin.edu/ohrwd/download/policies/ops/gen13.pdf>)

Regent Policy Document 25-5, Information Security

(<https://www.wisconsin.edu/regents/policies/information-technology-information-security/>)

Wisconsin Administrative Code s. 35.93, Chapter UWS 4, Procedures for Dismissal

(http://docs.legis.wisconsin.gov/code/admin_code/uws/4.pdf)

Wisconsin Administrative Code s. 35.93, Chapter UWS 11, Dismissal of Academic Staff for Cause

(http://docs.legis.wisconsin.gov/code/admin_code/uws/11.pdf)

Wisconsin Administrative Code s. 35.93, Chapter UWS 17, Student Nonacademic Disciplinary

Procedures (http://docs.legis.wisconsin.gov/code/admin_code/uws/17.pdf)

8. POLICY

These procedures fulfill the requirements of Policy # UWO.IT.1032 Information Security: Security Awareness.

9. REVISION HISTORY

09/14/2016	Effective date of UW System policy
06/30/2017	Effective date of UWO Procedures.