

## I. OVERVIEW

A. This guideline is meant to provide procedures, standards, and other guidance for the implementation of University Policy 4-004: The University of Utah Information Security Policy – Section B (1): Information Security Liaisons.

## II. GUIDELINES

A. Information Security and Privacy Liaisons (ISPLs) serve as points of contact between academic, administrative, clinical, and research units and the Information Security and Privacy Office for all matters relating to information security and privacy. An ISPL coordinates with the Information Security and Privacy Office to implement the University’s information security and privacy policies and procedures. Specifically, this role is intended to:

1. Promote security awareness and good security practices.
2. When possible, attend information security awareness and training presentations, seminars, workshops and events.
3. Disseminates information provided by ISPO within the department to raise awareness about information security issues.
4. Participate in, and support the establishment of, incident response processes, including incident reporting.
5. Provide oversight for the security of the department’s information systems.
6. Coordinate inventories of sensitive or critical information and information systems.
7. Coordinate risk assessments.
8. Coordinate business continuity planning.
9. Assist in implementing corrective action plans resulting from examination or investigation of an incident report.
10. Document the department’s security standards and plans.
11. Bolster the role of the Information Security and Privacy Training and Awareness Contact (“TAC”):
  - a) Ensure that the TAC conducts training activities to promote security awareness and good security practices.
  - b) Ensure that the TAC disseminates information provided from ISPO within the department to raise awareness about information security issues.

B. The Information Security and Privacy Office will provide training to the Liaison on a routine basis and will prioritize calls and other communications from the Liaison.

C. For a list of assigned Information Security and Privacy Liaisons, see the University’s Information Security web site at <http://www.secureit.utah.edu>.