Rule 4-004B Information Security and Privacy Training and Awareness

I. PURPOSE AND SCOPE

A. The University of Utah’s information and information resources are best protected by those who access, use, and disclose them. This Rule implements Information Security Policy 4-004, which requires the University to provide information security training and awareness.

B. This Rule's scope is the same as University Information Security Policy 4-004.

II. DEFINITIONS

The definitions provided in Policy 4-004 (/it/4-004.php) apply for purposes of this Rule.

III. RULE

A. University employees are encouraged to take the on-line training annually to ensure they are aware of campus information security regulations. It is the responsibility of each employee to understand these regulations.

B. Mandatory Annual Training for Information Technology Personnel

   1. All employees whose job titles are classified as 'Information Technology' by Human Resources must complete annual information security and privacy training.

   2. The Information Security and Privacy Office will track on-line training completion for compliance. It is the responsibility of the department to address issues of non-compliance, upon notification.

   3. Violation of this Rule by an Information Technology employee may result in disciplinary action in accordance with pertinent University policies, including those referenced in Section IV of this Rule.

[Note: Parts IV-VII of this Rule (and all other University Regulations) are Regulations Resource Information—the contents of which are not approved by the Academic Senate or Board of Trustees, and are to be updated from time to time as determined appropriate by the cognizant Policy Officer and the Institutional Policy Committee, as per Policy 1-001 (/general/1-001.php) and Rule 1-001 (/general/rules/R1-001.php).]

IV. REFERENCES


C. NIST 800 Series (http://csrc.nist.gov/publications/PubsSPs.html), Federal Information Security Standards

D. Policy 4-001 (/it/4-001.php): University Institutional Data Management

E. Policy 4-002 (/it/4-002.php): Information Resources Policy

F. Policy 4-003: (/it/4-003.php) World Wide Web Resources Policy

G. Policy 5-111: (/human-resources/5-111.php) Disciplinary Actions and Dismissal of Staff Employees

H. Policy 6-400: (/academics/6-400.php) Code of Student Rights and Responsibilities

I. Policy 6-316: (/academics/6-316.php) Code of Faculty Rights and Responsibilities

J. Pub. L. 111-5, Division A, Title XIII, Subtitle D: Health Information Technology for Economic and Clinical Health Act (HITECH Act)

V. CONTACTS

A. Policy Officer: Chief Information Officer, 801-581-3100

B. Policy Owner: Chief Information Security and Privacy Officer, 801-587-9241
VI. HISTORY

Revision History:

A. Current Rule

1. Approved by Academic Senate: January 7, 2013
2. Effective date: January 7, 2013
3. Legislative History ([lt/appendices 4/Rules 4-004B%20 4-004C%20 legis_history.pdf])