

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 Q: Information Security Awareness and Training.

II. GUIDELINES

A. The University of Utah has implemented a “Privacy and Information Security Training and Awareness” program to ensure broad distribution and discussion of awareness information. The program is administered by the Information Security and Privacy Office.

B. Within Health Sciences, the program is mandatory: Deans or Department heads who oversee University Business units must designate an employee as a Training and Awareness Contact (TAC) and provide the Information Security and Privacy Office with the names and contact information of these individuals.

C. The program is optional at this time for departments on Main Campus (non-Health Sciences).

D. Information Security and Privacy Training and Awareness Contacts

1. The TAC functions as the privacy and information security awareness coordinator in each University department where personnel have exposure to restricted information, including protected health information (PHI) or personally identifiable information (PII).

2. Each TAC assists the department in better understanding privacy and security requirements and will help to promote and support the information privacy and security policies of the University of Utah.

3. The TAC:

a) Function as the local privacy and security awareness coordinator in each department.

b) Attends routine (no more than quarterly) in-person training and communication meetings.

c) Acts as facilitator for communication between the Information Security and Privacy Office and personnel in their department.

d) Receives, distributes, and maintains privacy and information security update information, educational materials, and resources from the Information Security and Privacy Office for their department.

e) Ensure inclusion of privacy and security talking points, and reminders in staff and department meetings.

f) Report to the larger TAC community on exemplary practices that support a culture of privacy and information security.

g) Help the University provide evidence of compliance by retaining awareness material and a log of when it was presented and to whom.

4. The Department /Unit Director or Manager will:

a) Provide the TAC with support and leadership.

b) Receive and disseminate to the department security and privacy information from the TAC.

5. The Information Security and Privacy Office will:
 - a) Instruct and support the TAC to function.
 - b) Conduct TAC training meetings.
 - c) Keep in contact with each TAC, distribute privacy and security materials and assistance resources, and prioritize calls from the TAC.
 - d) Send updated privacy and security relevant information and educational materials.
 - e) Maintain open relationship and support the TAC at any time.
 - f) Provide orientation and Q&A sessions for TACs.
 - g) Provide "Tip of the Month" talking points and awareness materials to TACs monthly and as needed.