



Title: Guidelines for Security and HIPAA Champs

Number: G4-004B

Responsible Office: Information Security Office and Privacy Office

Last Revision: January 2020

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I. OVERVIEW

- a. This guideline is meant to provide procedures, standards, and other guidance for the implementation of University Rule 4-0040, Information Security Awareness and Training.

II. GUIDELINES

- a. Security Champs and HIPAA Champs serve as points of contact between academic, administrative, clinical, and research units and the Information Security Office and Privacy Office (ISO and PO respectively) for all matters relating to information security and privacy. Specifically, this role is intended to:
 - i. Promote information security/privacy awareness and best practices.
 - ii. Attend awareness and training presentations, seminars, workshops and events related to information security/privacy on at least a quarterly basis.
 - iii. Disseminates information provided by the ISO and PO to their respective units.
 - iv. Participate in and support information security/privacy incident response and reporting processes.
 - v. Collaborate with the ISO to develop and implement security measures related to their unit's information systems.
 - vi. Work with ISO to develop an inventory of their unit's restricted and sensitive information and, the unit's information systems.
 - vii. As required, assist with information security/privacy risk assessments.
 - viii. As required, participate in implementing corrective action plans related to information security/privacy.
 - ix. Promote University policies and procedures related to information security/privacy.
- b. The Information Security Office and Privacy Office will provide training and resources to the Security and HIPAA Champs on at least a quarterly basis and will provide additional support as needed.

III. History

[Revision 0.](#)