


PROCEDURE

Subject:	Training and Awareness	Number: 2.60.09
Source:	Vice President, Planning and Institutional Effectiveness	Reference (Rule #) 6HX14-2.60
President's Approval/Date:	 4/10/18	

PURPOSE: This Procedures outlines how State College of Florida (SCF) will implement a formal security awareness program for all resources to make them aware of the importance of protecting sensitive data, the details of the Information Security Program, supporting procedures, and their role.

SCOPE: This procedure applies to:

- Users, systems, and locations;
- Employees
- Applies to all facilities.

POLICY STATEMENT: Security and Privacy Awareness Guidelines

- SCF new hires will receive training and attest to having read and understood the Information Security Procedures.
- SCF shall provide ongoing information security awareness and education for all members of its workforce with Annual Information Security Training, posters, informational emails, meetings, etc.
- The information security awareness and education shall cover information security basics, associated policies and procedures, and workforce member responsibilities.
- SCF shall ensure that employees are aware of information security policies, procedures, and guidelines, and have access to current versions.
- SCF shall inform part-time employees, temporary workers, and volunteers, of the importance of information security and their role in protecting valuable and sensitive SCF information systems and information assets.
- SCF shall inform all other authorized users of the importance of information security and their role in protecting SCF information

systems and information assets through the terms of the associated contract and other associated documents.

NONCOMPLIANCE: Any employee found to have violated this procedure may be subject to disciplinary action, up to and including termination of employment.