



**Cochise College
Administrative Policy**

Category: Technology

Policy Number: 6073

Title: Security Awareness and Training Program

The purpose of this policy is to define the Security Awareness and Training program requirements for Cochise College District.

**Procedure: 6073.1
Roles and Responsibilities**

Information Security Team: The Information Security Team is responsible to ensure compliance with this policy as a component of the college's information security program.

Security Awareness Team: The Security Awareness Team is responsible for Defining and Developing Security Training for the district and to monitor and measure compliance and success.

District Employees: All Employees shall complete the Security Awareness and Training Program yearly.

**Procedure: 6073.2
Security Awareness and Training**

1. The Security Awareness Team shall be appointed by the Information Security Team or CTO.
2. The Security Awareness Team shall create, update and monitor a Basic Security Awareness Training program for all employees. Content of the program shall include information of basic information security practices and data classification.
3. The Security Awareness Team shall create and update a Security Awareness program for students that includes information on basic information security practices.
4. All employees shall be required to undergo the Security Awareness Program Yearly.