Policy Title: Security Awareness Training

Impact: Employees, Affiliates

Responsibility: Chief Information Officer

Effective Date: 04/16/2018

Revised Date:

Reviewed Date:

Relates to Procedure(s): 3.08.08

Legal Citation(s):

I.   Policy Narrative

Employees and affiliates who have access to North Idaho College (NIC) institutional data are responsible for protecting the confidentiality, integrity, and availability of these resources.

NIC will provide a mandatory annual Information Technology security awareness training program for its employees and affiliates.

II.   Definitions

 "*Institutional Data*" refers to any type of information that is processed, created, collected, transferred, recorded, or stored by NIC to conduct NIC business.

"*Security Awareness*" is the knowledge and commitment of the NIC community regarding the necessity to protect institutional data.