

18 – Security and Privacy Awareness

Action Item Template Response

General Action Item Information

Lead Division/Office Information and Infrastructure Assurance (IIA)

Action Item Number: 18

Action Item Short Name: Information Security and Privacy Awareness

Dependencies with other EP Action Items: 26, 35

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I. DESCRIBE YOUR PLANS FOR IMPLEMENTING THIS ACTION.

This action item will be split into multiple sub-projects, each with its own implementation plan.

18a - Basic Awareness for All IU Community Members

18b - Specialized Awareness and/or Training by Employee Role

18c - Tools and Resources to Support Awareness and Training

IU should continue its program of outreach and education to increase the awareness and understanding of security and privacy issues among all members of the university community. Individuals who interact with sensitive, important and/or private resources should have appropriate training to fully understand their responsibilities regarding privacy and should periodically receive updated training.

People play a fundamental role in information security and privacy. An organization's security and privacy safeguards are only as good as the people who implement and use them. Therefore, the management of human resource security and privacy risks through awareness and training is necessary during all phases of one's association with the university, including prior to employment, during employment, at changes of employment within the university, and at the termination of employment. Community members who are not employees also must be aware of and understand security and privacy issues as they relate to the individual's interaction with IU information and information technology.

It is expected that the tools and resources obtained or created as a part of 18.C will be required for successful implementation of 18.A and 18.B.

II. WHAT ARE THE POLICY AND PRACTICE IMPLICATIONS OF YOUR PLANS?

- In order for this action to be successful, all members of the university community, especially faculty and staff, will need to allocate time and effort to this action.
- The successful implementation of this action is furthered by active participation by:
- Human Resources, to ensure that all employees assent to and regularly re-assent to user

agreements, and fulfill user awareness and training requirements. Corrective measures will be necessary in cases where employees, especially those who interact with sensitive, important and/or private resources, do not fulfill their identified assent, awareness, and training requirements.

- The Committee of Data Stewards and associated data managers, to ensure that all employees who interact with sensitive, important and/or private resources assent to and regularly re-assent to user agreements, and fulfill user awareness and training requirements. Procedures will be necessary for removal of access to resources in cases where these employees do not fulfill their identified assent, awareness, and training requirements.
- The various Compliance Offices, to ensure that all employees who interact with sensitive, important and/or private resources assent to and regularly re-assent to user agreements, and fulfill user awareness and training requirements. Procedures will be necessary for removal of access to resources in cases where these employees do not fulfill their identified assent, awareness, and training requirements.
- Student Affairs, to ensure that all students assent to and regularly re-assent to user agreements, and have the opportunity for additional awareness and training activities as appropriate.
- University Counsel, to ensure that all user agreements, and awareness and training activities conform to generally acceptable practices that result in the reduction of risk to the institution and to individuals.
- UITS, to ensure that tools and resources are developed or obtained and appropriately provided in a production environment to support recurring user agreement, awareness and training activities. Coordination specifically with IT Training and with enterprise-wide systems that can record user fulfillment of awareness and training requirements is anticipated.

III. IDENTIFY STAKEHOLDERS.

Once we know which specific project proposals are accepted as part of Empowering People, we will bring together implementation teams consisting of members from various UITS offices and other stakeholders such as HR, SES, Student Affairs, Academic Affairs, Financial, Research, HIPAA Compliance, University Counsel, IT Training, and the CDS Awareness & Training Subcommittee. These teams will formalize actual goals and plans.

In order to prepare estimated budgets and to better clarify initial project proposals for this action, we have consulted with the following individuals, units, or committees:

- Committee of Data Stewards (CDS) (in particular, the Awareness & Training Subcommittee)
- Research Compliance Committee
- Human Resources (Deb Dunbar)
- UITS Communications (Chip Rondot)
- UITS IT Community Partnerships (Todd Herring and Bob Flynn)
- UITS IT Training and Education (Chris Payne)

- UITS Media Design and Production (Michael Jasiak)
- UITS Learning Technology Operations (David Donaldson)
- UITS Enterprise Services, Integration and Delivery (Brian McGough)