

Information Security Awareness and Training Policy

Category: Computing and Instructional Technology
Responsible Office: Chief Information Officer

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POLICY SUMMARY

SUNY Buffalo State University is committed to securing and protecting the information within its possession. As an institution of higher education operating under SUNY, Buffalo State University must comply with federal and state confidentiality and information safeguarding laws to ensure employees are aware of best practices with respect to storing, sharing, and using data. The Information Security Awareness Training is meant to ensure that employees are educated on the importance of information security and the risks of poor information security protocols and processes.

POLICY**Policy Statement**

Buffalo State University is committed to best practices in information security. This policy outlines the training obligation for faculty, staff, volunteers, and student employees. Buffalo State University's information security awareness and training program is designed to inform and assess all employees regarding their information security obligation and aligns with [NIST \(National Institute of Standards and Technology\) Security and Privacy Controls for Information Systems and Organizations \(SP 800-53\)](#).

Scope

This policy applies to all SUNY Buffalo State University employees (including volunteers) and student employees. It applies regardless of whether an employee regularly uses computer systems and networks in their day-to-day work. All employees are expected to protect information assets, including computer data, written materials/paperwork, and intangible forms of knowledge and experience.

Procedure

The Information Security Awareness Training is offered through the campus's learning management system, BizLibrary. Topics may include creating a safe and secure workspace, preventing social engineering, identifying and stopping phishing attacks, effective passwords and authentication procedures, and preventing malware attacks. The training must be completed through Buffalo State University to receive credit of completion. Training certifications from outside agencies will not be accepted as completion.

Training Requirement(s):

All employees, student assistants, work-study students, and volunteers (if volunteers are provided with access to the network and/or email) are required to complete Information Security Awareness Training. Training will be required upon hire, annually and upon notice of changes to the program/policy.

- Training is required upon hire. Newly hired employees, student assistants, work-study, and volunteers will have 30 days to complete the required training. They will receive notification from their direct supervisor and Human Resource Management.
- Annually: All employees, student assistants, work-study students and volunteers are required to complete this training annually. Employees will be notified via The Daily of the annual training requirement and of

the required completion date. Student assistants, work-study students and volunteers will be provided with notification via their direct supervisor. The due date will be the date identified in the Daily announcement.

Definitions

- [NIST](#) (National Institute of Standards and Technology) U.S. Department of Commerce, Information Technology Laboratory, Computer Security Division, Computer Security Resource Center
- [Phishing and Social Engineering](#) Phishing is the attempt to acquire sensitive information such as account logons and passwords or banking/financial information by masquerading as a trusted entity in an email or text message and attempting to lure the recipient into sending the attacker this information.

RELATED INFORMATION

Documents and Forms:

[Information Security Guidelines: Campus Programs & Preserving Confidentiality](#)

Document Number: 6608

[SUNY Information Security Policy](#)

Document Number: 6900

[Policies | NYS Office of Information Technology Services](#)

CONTACT INFORMATION

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