

Cal Poly Information Security Awareness and Training

All employees must receive information security awareness training and are required to complete the on-line California State University (CSU) Information Security Awareness Training. New employees will be notified via email about the Web-based training and how to access the training. Email will be sent from: **Information Security Awareness Training** [isat@calpoly.edu] with a personalized link to the CSU's Web-based information security awareness training tool. The course, which takes about 30 minutes to complete, was designed to help users:

- protect against computer viruses and spyware
- manage confidential data
- avoid becoming victims of identity theft
- avoid inadvertently releasing confidential or sensitive data
- surf the Web safely

It is the intent that all new employees complete the training within 90 days of their start date. After receiving initial information security awareness training, follow-up awareness training is required annually to reflect changes in the information security policy and standards.

The HR and Academic Personnel Departments and the Information Security Officer work together to identify those who do not complete the required Web-based training and take appropriate action to assure completion of training. New student employees will be given information security training information when they sign up with Payroll.

Information Security Awareness

- Cal Poly information security is a shared responsibility to protect resources. We need to ensure the accuracy and protection of information in the University's custody, prevent and protect against anticipated threats and unauthorized access to or use of University information, and ensure compliance to applicable laws, regulations, policies and practices.
- Information security tips, policies, what to do if you suspect a problem, and how to prevent problems is located at:
<http://security.calpoly.edu/>
- Copies of the following documents: Confidentiality-Security Agreement for University Staff, the Information Technology Resources Responsible Use Policy, and Examples of Responsible and Irresponsible Uses are located at:
<http://security.calpoly.edu/content/policies/index>
- Additional information about the information security training program should be addressed to:

Information Security Office
security@calpoly.edu