

# Security Awareness Training and Education

IT SECURITY POLICY

# 8210

## Purpose:

Ensures that all state employees and contractors are appropriately trained and educated on how to fulfill their information security responsibilities

## Why it's important:

Employees gain a greater awareness and understanding of the information security measures that are currently in place. Security awareness training and education safeguards against accidental vulnerabilities or potential security breaches.

## Target audience:

All personnel

## Overview:

- Develop, deliver and document a security awareness and education program.
- Identify positions, systems and applications with significant information security responsibilities and provide specialized training to ensure that personnel are appropriately trained.
- The security awareness training and education program shall encompass basic security and privacy awareness, specialized security awareness training, and acceptable-use rules of the state information system.
- Security awareness training administered to employees and contractors with access to state information systems will be documented and tracked, including periodic refresher education courses.
- All employees or contractors who complete security awareness training and education programs shall acknowledge and accept that they have read and understand the state information system requirements regarding information security policy and procedures.
- The security awareness training and education program shall be periodically reviewed and updated to reflect changes to information security threats, techniques, requirements, responsibilities and changes to the rules of the system.



Security awareness education protects state assets and information, as well as safeguards against possible security breaches.



All employees or contractors are required to participate in security awareness training and education.



The program content, delivery and training materials are reviewed and updated on a regular basis to reflect current security threats, techniques, requirements and staff roles.



All employees and contractors will also be trained on the Acceptable Use Policy to ensure the practice of safe computing and to protect state information systems and data.



All employees or contractors who complete security awareness training and education are provided with an effective way to provide feedback.

**For more information about this IT Security Policy, contact [SecurityPolicies@azdoa.gov](mailto:SecurityPolicies@azdoa.gov).**