UTEP Standard 18: Security Training

18.1 Initial and Recurring Training. The Information Security Office (ISO) shall ensure that security training is delivered and tracked. Initial and recurring training:

   (a) should, at a minimum, identify User responsibilities, common threats, regulatory and Institutional requirements regarding the acceptable use and security of Information Resources, proper handling of Confidential Data, and incident notification; and

   (b) is to be administered in accordance with the following schedule, or more frequently as determined by the UTEP CISO.

   i. Each new, temporary, contract, assigned, or engaged employee or worker must complete the initial Institutional Compliance Training Module(s) within 30 days after the date that such a person is hired by the Institution or otherwise engaged or assigned to perform such work.

   ii. Recurring training for employees and workers with access to Institutional Information Resources shall take place at least every two years.

18.2 In addition to initial training, Owners and Custodians should receive periodic training addressing the responsibilities associated with their roles. Method of delivery and scheduling of such training should be determined by the CISO.

18.3 Awareness Training should, at a minimum, identify common threats, proper handling of Confidential Data, behaviors that increase Risk, behaviors that reduce Risk, and incident notification. Method of delivery and scheduling of awareness training should be determined by the CISO.

18.4 Technical Support Training. Owners and Custodians must provide, based on role, appropriate technical training equivalent to current industry standards for Information Security Administrators and employees providing Information Technology help desk or technical support for Information Resources under their authority.

18.5 Revision History

   First Draft: April 4, 2002
   Revised: September 12, 2003
   Revised: December 13, 2011
   Revised: June 2, 2017 (Align with UTS165)
   Approved: June 9, 2017
                   Gerard D. Cochrane Jr., Chief Information Security Officer