

**PURPOSE**

Establish procedures and policies for employee information security training.

**PROCESS**

**Training Policy and Procedures (AT-01)**

Security awareness training must address the purpose, scope, roles, responsibilities and management commitment to secure use of information systems.

Employees who use information resources must complete the required security awareness training as assigned by Human Resources.

**Security Awareness Training (AT-02)**

Temple College must provide an ongoing information security awareness education program for all users. All new employees must complete security awareness training within 30 days of being granted access to information resources. Employees must complete security awareness training on an annual basis.

**Role Based Security Training (AT-03)**

Employees with assigned security roles must complete security training related to their security roles and responsibilities. The Chief Information Security Officer (CISO) must designate the training requirements as necessary. Human Resources will maintain records of completed security training.