Security Training and Awareness Policy

Purpose

The purpose of the [Company Name] Security Training and Awareness Policy is to describe the requirements to ensure that each user of [Company Name] **Information Resources** receives adequate training on information security issues.

Audience

The [Company Name] Security Training and Awareness Policy applies equally to all individuals that use any [Company Name] **Information Resource**.

Policy

* All new personnel must complete an approved Security Awareness training prior to, or within 30 days of, being granted access to any [Company Name] **Information Resources**.
* All personnel must be provided with relevant information security policies to allow them to properly protect [Company Name] **Information Resources**.
* All personnel must acknowledge they have received and agree to adhere to the [Company Name] Information Security Policies before they are granted to access to [Company Name] **Information Resources**.
* All personnel must complete the annual security awareness training.
* [Company Name] Security Team must develop and maintain a process to be able to communicate new security program information, security bulletin information, and security items of interest.

Definitions

See Appendix A: Definitions

References

* ISO 27002: 7
* NIST CSF: PR.AT
* [Company Name] Information Security Policy

Waivers

Waivers from certain policy provisions may be sought following the [Company Name] Waiver Process.

Enforcement

Personnel found to have violated this policy may be subject to disciplinary action, up to and including termination of employment, and related civil or criminal penalties.

Any vendor, consultant, or contractor found to have violated this policy may be subject to sanctions up to and including removal of access rights, termination of contract(s), and related civil or criminal penalties.

Version History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Modified Date | Approved Date | Approved By | Reason/Comments |
| 1.0.0 | February 2018 |  |  | Document Origination |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |