

## AT-4 SECURITY TRAINING RECORDS

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### Control [a]

The organization will document and monitor individual information system security training activities for all information system personnel.

Training of employees has proven to improve security of the database and the system. All users and members of the organization will be required to complete some level of training. The members of this organization include the employees. Any entity who can access or view the information on the databases.

- Users with direct access their scope of the work will be handling and managing sensitive information
- Users with indirect access to their scope will just be viewing, and will not have to undergo the same training.
- Third parties such as contractors that will share any partial access to the database or information of the system will be required to also undergo training.

Records of training of all members will be managed by the HR division of the organization.

# NIST Risk Management Framework

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## Overview Of Training Plan

Control [b]

### I. Roles

- A. Defining different levels of users on the system
  - 1. Database Administrator
  - 2. Database Manager
  - 3. Database Analyst
  - 4. Normal "Guest" Database User
    - a) Depending on the level of the user will determine the contingency of their training they will have to undergo

### II. Controls

- A. Scope
  - 1. Determination of the Roles will be able to responsible for

### III. Training

- A. Certifications
- B. Online Training
  - 1. Certification table will be provided to keep track the training that the users complete, and when it expires. Each user will have individual goals to meet.

### IV. User Records

- A. Encryption
- B. Report Date
  - 1. All users who complete training will be kept track of. All of their information will be encrypted. Only users with proper credentials will be able to access this information.

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## Organizational Roles

## Controls

## Proof

## Retaining User Records

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## Documentation