# Purpose

Human resources form the most important link to information security in The Electronics Department. This includes employees, students, contractors, experimenters, and other third party users, collectively called as users. The purpose of this policy is to ensure that the people in the department understand their responsibilities, and are suitable for the roles they are considered for, and to reduce the risk of security breaches.

# Scope

This policy applies to all users of the NSCL Electronics Department.

# Definitions

In this document, information security related terms have been marked in *underlined* *italics*. For their definitions, refer to the standard *EE-ISMS-S001 Terms and Definitions*..

# Policy Statement

* 1. All users must be made aware of their roles and responsibilities, as described in the ISMS Manual, with respect to information security.
  2. Criminal background checks for regular employees, temporary employees, and student employees must be carried out in accordance with relevant NSCL and MSU policies, local and federal laws, regulations, and ethics.
  3. All permanent, temporary, and student employees must sign confidentiality and non-disclosure agreements for specified assets as requested.
  4. Progressive discipline, as described in the employee contract, must be followed for employees that persistently violate and breach security policies.
  5. The employee’s supervisor is responsible for reviewing and updating access rights when employee roles change.
  6. All employees, contractors, and third party users must return all of Electronics Department’s assets upon the termination of their employment, contract, or assignment.

# Exceptions

# References

* 1. *M01 NSCL Electronics Department ISMS Manual*, NSCL Document Server, Electronics Folder
  2. *P0501 Information Security Policy,* NSCL Document Server, Electronics Folder
  3. *Criminal Background Checks,* Human Resources, Michigan State University, <http://www.hr.msu.edu/documents/facacadpolproc/criminalChecks.htm>
  4. *Grievances, Discipline, and Complaints*, Human Resources, Michigan State University, <http://www.hr.msu.edu/complaints/index.htm>
  5. *Termination-Separation Checklist,* Human Resources, Michigan State University, <http://www.hr.msu.edu/termsep/termsep_docs/TerminationChecklist.pdf>

# Revision History

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| Revision  Level | Date | Revision Changes |
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# Reviews

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| Reviewer | Review Date |
| Information Security Working Group |  |

**Approved**

**Department Head:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**