



STATE OF ALABAMA
OFFICE OF INFORMATION TECHNOLOGY

OIT Policy 628
Security Awareness Training Policy

POLICY NUMBER	OIT Policy 628-01
VERSION DATE	March 30, 2016
POLICY TITLE	Security Awareness Training
OBJECTIVE	To educate all State of Alabama employees who have access to State Networks about their information security and privacy roles and responsibilities in support of published security policies, standards, and procedures. To ensure the protection of the confidentiality and integrity of sensitive data collected or maintained by the state.
AUTHORITY	<p>The authority of the Secretary of Information Technology to create and enforce policies relating to Information Technology is derived from the following legislation:</p> <p><i>The Code of Alabama, Sections 41-28-1 through 41-28-8, (Act 2013-68)</i></p>
TERMS AND DEFINITIONS	<p>The terms and definitions listed below will further clarify and explain the terminologies used in this policy.</p> <ul style="list-style-type: none">• State Network – Any computer, data, wireless, or telecommunications network provided or operated by the state, which allows electronic devices to transmit or receive electronic media or data. Internet access and E-mail services using state networks are included.• Electronic Device – Any electronic device that requires software for its operation, and has the capability to transfer, transmit, capture, receive, or store data. Examples include, but are not limited to: desktops, personal computers, laptops, notebooks, notepads, handhelds, and smart phones.

- Employee – Individuals in the employment of the State of Alabama, to include contract staff.

APPLICABILITY AND SCOPE

The requirements and responsibilities defined in this policy apply to all departments, agencies, offices, boards, commissions, bureaus, authorities, and authorized individuals in the employment of the State (including contract staff) responsible for the management, operation, or use of State IT resources.

This policy shall not apply to counties, municipalities, the Alabama State Port Authority, or institutions of higher education governed by a separate board of trustees, unless these entities or institutions enter into cooperative agreements and/or contracts related to Information Technology efforts with the State, in which case they will be bound by this policy and the standards implementing its application and enforcement.

STATEMENT OF POLICY

It is the policy of the Office of Information Technology (OIT) that State of Alabama personnel who have access to state networks must complete annual IT Security Awareness Training. All new state employees who will have access to state networks must complete IT Security Awareness training before given access to state networks. If the training is computer-based, and network access is required to complete training, the new employee may be given temporary access to the state network for the sole purpose of completing said training.

At a minimum, IT Security Awareness Training must cover the following topics:

- Cloud Use and Access
- Data Destruction
- Data Retention
- Data Security
- Email & Messaging
- Encryption
- Ethics
- Internet Browsing
- Mobile Device Security
- Passwords
- Persistent Threats

- Personally Identifiable Information (PII)
- Physical Security
- Privacy
- Protecting Your Personal Computer
- Social Engineering
- Social Networks
- Social Security Numbers
- Wi-Fi Security
- Working Remotely

Agencies may supplement their awareness training by adding topics that are pertinent to their organization.

**AGENCY
RESPONSIBILITIES**

Agencies must establish, implement, and maintain an IT Security Awareness Training program for all employees of the agency that is in compliance with this policy. Agencies may supplement this policy with agency-specific guidance provided it is in compliance with this policy.

**IMPLEMENTATION
AND ENFORCEMENT**

The Office of Information Technology, under the authority of the Secretary of Information Technology, will promulgate policies, standards, procedures, and other documents governing the Security Planning Program for the State of Alabama.

**SUPPORTING
DOCUMENTS**

The following documents support this policy:

- Alabama OIT Cyber Security Policies (600 Series)

EFFECTIVE DATE

This Policy shall be effective on October 1, 2016.

SUPERSEDES

This is the initial policy and does not supersede a previous version.

The undersigned, as Acting Secretary of Information Technology of the State of Alabama, exercising the power vested in that Office by the laws of this State, declares this Policy to be adopted as of the 30th day of March, 2016.



Joanne E. Hale, PhD
Acting Secretary of Information Technology

DOCUMENT CHANGE HISTORY

Version	Release Date	Comments
628-01	3/30/16	Initial version