

**TITLE:** Information Security Awareness Training Policy

**ORIGINATOR:** Chief Information Officer

**APPROVAL DATE:**

**EFFECTIVE DATE:** August 1, 2023

**PURPOSE:** The University has a responsibility to implement information security best practices and to comply with federal and state laws and regulations related to Information Security Awareness Training.

**SEE ALSO:** Miss. Code 25-53-201  
Federal Code 16 CFR 314.4(e)

**REVIEWER AND REVIEW DATE:** Chief Information Security Officer  
Spring 2026 and every 3 years thereafter

**OPERATING DETAILS:**

The Chief Information Officer shall implement an enterprise-wide information security awareness training program. The training is to educate users on their responsibility to help protect the confidentiality, availability and integrity of MUW's information assets and ensure that all personnel are trained on relevant rules, regulations, and best practices for cybersecurity.

All university faculty and staff, including adjuncts, will be required to complete Information Security Awareness Training annually. Automatic email reminders and alerts will be sent to university email accounts prior to the annual course completion deadline.

The program will include annual training and/or refresher courses:

1. Explain acceptable use of information technology
2. Inform users about relevant policies and standards and risks to information systems that house university data assets
3. Educate users on cyber security topics, including but not limited to:
  - a. Virus or malicious software (Malware)
  - b. Phishing attempts
  - c. Social engineering
  - d. Application / Operating system vulnerabilities
4. Include periodic phishing training and remedial education as necessary

The awareness program shall be updated regularly to align with organizational policies and procedures, and shall be:

1. Built on lessons learned from information security incidents and emerging threats
2. Ensure that all principles, policies, procedures and training materials are accessible by

all personnel as appropriate

Completion rates will be tracked and reported to university administration.

**New Hire Security Awareness Training:** All newly hired personnel must complete an initial Information Security Awareness Training course. The new hire Information Security Awareness Training course must be completed within (45) days of new hire orientation.

#### ENFORCEMENT

Failure to comply with this policy may result in loss of account privileges and/or disciplinary action.