



Awareness and Training (AT)

Purpose:

The following standards are established to support the policy statement 10.2 that “CSCU will: (i) ensure that managers and users of information systems are made aware of the security risks associated with their activities and of the applicable laws, Executive Orders, directives, policies, standards, instructions, regulations, or procedures related to the security of CSCU information systems; and (ii) ensure that CSCU personnel are adequately trained to carry out their assigned information security-related duties and responsibilities.”

Scope:

1. Institutional Units of the Connecticut State College and University System including the Connecticut Board of Regents System Office.
2. All Connecticut State College and University institutional units’ information systems.

Standard:

1. Security Awareness [NIST 800-53R4 AT2]

- 1.1 ISPO provides basic security awareness training to all information system users (including managers, senior executives, and contractors):
 - a.) As part of initial training for new users;
 - b.) When required by information system changes; and
 - c.) Annually
- 1.2 For moderate and high risk information systems, ISPO must include security awareness on recognizing and reporting potential indicators of insider threat. [NIST 800-53R4 AT-2(2)]

2. Role-Based Security Training [NIST 800-53R4 AT3]

- 2.1 For all information systems, the Information System Owner and Data Owner must provide role-based security training to personnel with assigned roles and responsibilities:
 - a.) As part of initial training for new users within three months of hire or access change;

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- b.) When required by information system changes; and
 - c.) Biennial thereafter.
- 2.2 Additionally, for moderate and high risk information systems, the Information System Owner and Data Owners must provide role based security training to personnel with assigned roles and responsibilities:
- a.) As part of initial training for new users within 2 weeks of hire or access change;
 - b.) Before authorizing access to the information system or performing assigned duties;
 - c.) When required by information system changes; and
 - d.) Biennial thereafter.
- 2.3 For all information systems, the Information System Owner and Data Owners must include, as part of all role-based training:
- a.) Reporting incidents;
 - b.) Information system specific security procedures and responsibilities; and
 - c.) Information system rules of behavior and usage.

3. Security Training Records [NIST 800-53 AT-4]

- 3.1 ISPO will document and monitor basic security awareness training activities. And retain those records for three years as defined in the CT Records retention statute (S2-340 Training Records, Employee).
- 3.2 Information System Owners will document and monitor role-based information system security training. And retain those records for three years as defined in the CT Records retention statute (S2-340 Training Records, Employee).
- 3.3 Data Owners will documents and retains security training records for the users of its data for three years as defined in the CT Records retention statute (S2-340 Training Records, Employee).

Roles & Responsibilities

Refer to the Roles and Responsibilities located on the website.

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Definitions

Refer to the Glossary of Terms located on the website.

References

ITS-04 CSCU Information Security Policy

NIST 800-53 Rev. 4, Security and Privacy Controls for Federal Information Systems and Organizations, April 2013.

NIST 800-171 Rev. 1, Protecting Controlled Unclassified Information in Nonfederal Systems and Organizations, December 2016.

General Records Retention Schedules for State Agencies, S2: Personnel Records, Connecticut State Library, Office of the Public Records Administrator, Item S2-340, January 2010.

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