

## Policy Title: Security Awareness Training

**Impact:** Employees, Affiliates

**Responsibility:** Chief Information Officer

**Effective Date:** 04/16/2018

**Revised Date:**

**Reviewed Date:**

**Relates to Procedure(s):** 3.08.08

**Legal Citation(s):**

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### I. Policy Narrative

Employees and affiliates who have access to North Idaho College (NIC) institutional data are responsible for protecting the confidentiality, integrity, and availability of these resources.

NIC will provide a mandatory annual Information Technology security awareness training program for its employees and affiliates.

### II. Definitions

“*Institutional Data*” refers to any type of information that is processed, created, collected, transferred, recorded, or stored by NIC to conduct NIC business.

“*Security Awareness*” is the knowledge and commitment of the NIC community regarding the necessity to protect institutional data.