Annual IT Security Training

Policy

The purpose of this policy is to establish standards and requirements for Annual IT Security Training required by Summit County Ordinance.

Reference:

Summit County Ordinance 169.34 Mandatory Trainings Section (f) **IT Security Training:** All County employees and Appointing Authorities shall be required to attend on-line IT security training beginning in the calendar year 2022, and annually thereafter. Thereafter, the Office of Information Technology will conduct testing to determine the level of employee understanding of the risks associated with non-compliance with network security measures. Employees who are identified as being at risk of non-compliance will be required to attend an additional on-line refresher training.

Procedure

The Office of Information Technology (OIT) will develop relevant training content and distribute it to charter employees and to non-charter employees that have an email account within a domain supported by OIT. OIT will review user lists on a bi-annual basis to ensure that employees are being added to and removed from training as dictated by onboarding and offboarding changes.

No exceptions are to be made to exclude an employee from required or remedial training.

Frequency:

OIT will provide training campaigns on a bi-annual basis that will total approximately one hour of training per year.

In addition to the annual training requirement, OIT will randomly perform email phishing tests to ensure that the training provided has been effective. Employees that fail an email phishing test will be assigned remedial training.

Training Method:

OIT will utilize an online training platform for developing training content and for distribution to employees. Employees will be notified via email when a training campaign

has been assigned and will be responsible for completing the training within the allotted time noted for the campaign.

Employees that fail an email phishing test will be notified via email that they have been assigned remedial training and will be responsible for completing the training within the allotted time noted for that training module.

Enforcement:

The Office of Information Technology will leave it to the discretion of each office holder to determine how they will ensure that staff complete the IT Security Training and remedial training, if assigned, in a timely manner. OIT will distribute training status reports bi-annually at the end of the second and third quarters.