



HEART OF TEXAS WORKFORCE DEVELOPMENT BOARD, INC.

## POLICY

**ID NO.:** HWD CS 001-22

**DATE ISSUED:** 6/1/2023

**PROGRAM:** Cybersecurity

**KEYWORD:** Awareness & Training Policy

**SUBJECT:** Awareness & Training Policy

**PURPOSE:** To provide staff with information and guidance on the Awareness and Training expectations and oversight within the Heart of Texas Workforce Solutions environment.

**REFERENCES:** TWC Information Security Manual Version 3.0

**POLICY:** AWARENESS & TRAINING POLICY

## **GENERAL POLICY**

Heart of Texas Workforce Development Board (HOTWDB) Information Technology Security Steering Committee (ITSSC) will be responsible for the development, documentation, and dissemination of the Security Awareness and Training policy and procedures. These documents will address the purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance.

HOTWDB ITSSC will review and update the Awareness and Training policy and procedures no less than annually.

### **Literacy Training and Awareness**

HOTWDB ITSSC will provide security and privacy literacy awareness training to information system users (including managers, senior executives, and contractors):

1. Initial training for new users
2. Monthly training for all internal staff
3. Training on system changes or updates as needed

HOTWDB's Technology Department will be responsible for ensuring that literacy training and awareness content is up to date. This will be accomplished by regular reviews and when system, policy, and procedures change.

HOTWDB's Technology Department will incorporate lessons learned, from discovered internal and external security incidents or breaches, into the literacy training and awareness techniques.

### **Security Training Records**

HOTWDB's Technology Department will document and monitor individual information system security and privacy training activities including basic security awareness training and specific information system security training. Actively employed staff's training records will be retained for 5 Years.

### **Exceptions**

Any exceptions to this policy must be approved via the HOTWDB Security Exception guideline.

### **Enforcement**

Violations of this policy or failure to implement provisions of this policy may result in disciplinary action up to and including termination, civil litigation and/or criminal prosecution.

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## DOCUMENT CONTROL

Document Name	Awareness and Training
Document Control Number	TCF Control #17
Document Identification	Version 2.0
Owner/Approver Identification	Technology Department
Author	Matilda Alonzo
Document Reviewer(s)	IT Security Steering Committee
Review Plan	This document should be reviewed by all parties on a regular basis. Next Review is 6/1/2024
Latest Version	2.0
Distribution	The master version of this document is stored in \\hotworkforce.com\wshot-shares\wfsb share\shared\policies\cybersecurity. PRINTED COPIES OF THIS DOCUMENT ARE FOR REFERENCE ONLY!

REVISION HISTORY		
Date	Revised By	Changes
6/1/2022	Matilda Alonzo	Initial Release
6/1/2023	Matilda Alonzo	Exceptions added