

**WALLA WALLA COMMUNITY COLLEGE
SECURITY TRAINING AND AWARENESS
ADMINISTRATIVE POLICY 8430**

I. POLICY BACKGROUND/PURPOSE

The purpose of this policy is to define the program to be implemented to maintain an effective knowledge transfer of college information security policies at Walla Walla Community College (WWCC) and provide security awareness training. Employees, temporaries and contractors who have access to the College information systems understand how to protect the confidentiality, integrity, and availability of information systems. Walla Walla Community College understands that people, not technology, are often the largest threat to sensitive information.

II. AUTHORITY

Board Policy 1370. This policy is a component of the WWCC information security program that is intended to comply with the PCI-DSS, FERPA, GLBA, HIPAA and other regulations.

III. SCOPE OF POLICY

This policy applies to all WWCC information resources and users, whether individually controlled or shared, standalone or networked. This includes networking devices, personal computers, workstations and any associated peripherals and software, as well as, any hardcopy information.

IV. POLICY

- A. The security and stability of the information systems are vital to daily operations. An awareness and training program for staff is critical to achieving and maintaining effective information security. Information security awareness, training, and education will improve employee security behavior and accountability, and reduce security risks.
- B. It is the responsibility and policy of WWCC to conduct an on-going information security awareness and training program for all employees and contractors. The College shall develop and maintain an Information Security Training and Awareness Program to communicate and educate users about information security policies and procedures, and make them aware of their roles and responsibilities in safeguarding information resources. All employees and contractors must participate in the program, and be knowledgeable about information security policies and practices, and comply with security procedures and instructions.
- C. All WWCC users will complete security awareness training upon hire and annually. After the training has been conducted records will be maintained to confirm that an employee or contractor has completed training.
- D. Training may be delivered in person or online.
- E. Exceptions
 - 1. Only the President of WWCC or a designated appointee is authorized to grant exceptions to this policy.

V. COMPLIANCE

To ensure compliance with this policy, WWCC may perform periodic monitoring of systems, networks, and associated equipment at any time. Personnel using any WWCC information

resources, consent to disclosing the contents of any files or information stored or passed-through WWCC's network and may be subject to monitoring.

A. Enforcement

1. Personnel and students using WWCC's information resources in opposition to this policy may be subject to limitations on the use of these resources, suspension of privileges (including internet access), as well as disciplinary and/or legal action, including termination of employment, or suspension of enrollment.
2. Employees, contractors, consultants, temporaries, partners, and all personnel affiliated via third parties shall sign an agreement to comply and be governed by this policy and the WWCC Information Security Policies upon hire and must be reviewed annually.

B. Violations

1. In conjunction with the Vice President of Human Resources, a Supervisor, Department Supervisor, Dean, or Vice President will address employee violations of this policy.
2. The Vice President of Student Services will address student violations of this policy in accordance with the Student Code of Conduct.

VI. REFERENCES

- A. [Washington State OCIO Policy SEC-03](#)

<p>Policy Contact: <u>Vice President of Administrative Services</u></p> <p>Approved by (Department/Body): <u>Dr. Chad Hickox, President</u></p> <p>Date Originally Approved: <u>December 16, 2025</u></p> <p>Last Reviewed/Revised on: _____</p>
--