

Title VI – Information Services

Section 475 - Cybersecurity Training Policy

Overview: The County of Santa Cruz is committed to Cybersecurity training and development of its workforce to ensure the security of its information technology assets and data.

The Information Services Department shall develop, document and disseminate a security awareness and training program. This program shall be reviewed for effectiveness on a semi-annual basis.

Scope: This policy applies to the County workforce including all county employees, volunteers and contracted individuals

Policy:

1. All County workforce must complete mandated Cybersecurity awareness training in order to:
 - Understand their responsibility to protect the confidentiality, availability and integrity of the County's information and information assets.
 - Meet legal mandates from State and Federal entities for mandated Cybersecurity training, including CJIS, PCI-DSS and HIPAA.
 - Ensure all workforce are informed and follow the County Cybersecurity Policies
 - Reduce Cybersecurity incidents
 - Develop workforce skills to enable an individual to do their job both effectively and securely
2. Individuals must complete the assigned training prior to the required due date. Departments will be notified by Information Services of any member of the County workforce that has not completed the mandated training by the due date.
3. Cybersecurity training will be required every four months, or when a specific need arises, with the exception of new employee training (see Section 2 below).
4. Departments are responsible for ensuring that all workforce members have completed mandated cybersecurity training and are given adequate time to complete the training prior to the due date.

New Employee

All new members of the County workforce are required to complete cybersecurity training

Departmental Training

Based on specific regulatory requirements, as well as specific business needs, departments may require additional cybersecurity and privacy training.

Additional departmental trainings do not replace or supersede the County mandated cybersecurity training.

Version Number	Details of Change	Date
1.0		