

The Queen's College



INFORMATION SECURITY AWARENESS

a) **Statement of Policy**

All University staff and academics have a responsibility to ensure that information that they hold and use is handled appropriately. Information Security Awareness training aims to provide people with a better appreciation of some common risks, and will point them to the University's Information Security policies, courses and further information.

b) **Information Security Awareness Training**

In order to ensure a high level of information security awareness among staff Governing Body has decided that :

- all College staff undertake compulsory information security awareness training to ensure they fully understand information security and view it as an integral part of their day-to-day work
- information security awareness training is essential for new joiners
- an up-to-date record of who has completed information security awareness training is kept
- information security awareness training for staff is repeated on an annual basis

c) **Training**

To support the College in educating staff the University offers an online information security awareness module which provides a combination of information, case studies and links to additional resources relating to information security.

The module is available to all University staff and the University's Information Security Team provides monthly reports via Sharepoint showing who has completed the module.

The Information Security Awareness Training Module is available at :
<https://www.infosec.ox.ac.uk/want/stay-safe>