

# Title: GTA [Security Awareness and Training](https://gta.georgia.gov/psg/article/security-awareness-program) Agreement

HR Policy Number: #2.4

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Effective Date: 7/11/2019

POC for Changes: GTA Human Resources/GTA ISO

Synopsis: Establishes a need to continuously increase end user’s security awareness through a diverse security awareness program upon hire.

# PURPOSE

One of the goals in the State of Georgia’s Information Security Strategic Plan is to increase the awareness of the workforce through a security awareness and training program. The Georgia Technology Authority cannot protect the integrity, confidentiality, and availability of its information in today’s highly networked systems environment without ensuring that each GTA employee and contractor hired understands their roles and responsibilities and is adequately trained to perform their assigned duties. The human element is vital to the success of protecting all GTA information and assets. “*Each GTA employee and contractor will be provided mandatory training in end user security awareness per the GTA Enterprise Security Standard SS-08.012.”* Regardless of the employee’s role is involved with management, use, or operation of any GTA assets, protecting the Confidentiality, Integrity, and Availability of GTA assets is everyone’s responsibility here at GTA.

# POLICY

GTA’s employees will be made aware of their basic information security responsibilities through a diverse security awareness training program. Employee includes full time employees, part-time employees, time limited employees, retirees, contractors, and interns. All GTA employees must complete all assigned annual security awareness training. Participation and completion of all security awareness training is mandatory.

**ENFORCEMENT**

As indicated in the policy section- Participation and completion of all security awareness training is mandatory. Each GTA employee and contractor is required to complete all assigned security awareness training in the required time frame. Metrics are documented in personnel and contractor records for all GTA employees and contractors who have logical and/or physical access to GTA assets and resources. If the GTA employee and contractor does not complete the training the following enforcement steps below will take place in the following order:

1. The GTA CTO will email the GTA employee’s manager indicating that their employee has not completed the assigned security awareness training. GTA employee/contractor will be given a minimum of 24 hours to complete the assigned training.
2. If the security awareness training is still not completed after notifying the employee’s manager, the GTA employee will lose access to email.
3. If the security awareness training is still not completed after email access has been removed, then that employee’s name will be turned over to Human Resources to begin disciplinary action.

**EXCEPTIONS**

There are no exceptions to this GTA Human resources policy on security awareness training.

# RELATED GTA POLICIES & STANDARDS

GTA Human Resource Policy #2.4 – Information Technology-

<https://mygta.ga.gov/hr/HRPolicyDocs/Information%20Technology.pdf>

Security Awareness Program (Policy) PS-08-010.01-

<https://gta-psg.georgia.gov/article/security-awareness-program>

See Enterprise Information Security Charter Policy [PS-08-005](https://gta.georgia.gov/psg/article/enterprise-information-security-charter)-

<https://gta-psg.georgia.gov/article/enterprise-information-security-charter>

Security Education and Awareness (Standard) SS-08.012-

<https://gta-psg.georgia.gov/article/security-education-and-awareness>

I hereby acknowledge that I have read, understand, and agree to the terms and conditions contained in the GTA Human Resources #2.4 policy. To the best of my knowledge and belief, all the information in the agreement is true and complete.

Employee Signature: Date:

Print Name:

Title: Dept:

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