Policy Number:	Version: 3.0	Revision Date: 4/13/2023

IT – Security Awareness and Training Policy

[This policy contains the official IT Security Awareness and Training Policy]

1. **OVERVIEW**

   A strong security program requires staff to be trained on security policies, procedures, and technical security controls. All staff need to have the necessary skills to carry out their assigned duties. This policy promotes continuous employee supports around data security and privacy education.

2. **PURPOSE**

   The purpose of Fond du Lac Band's security and awareness training policy is to promote a culture of security and increase the security awareness of employees, contractors, and other stakeholders. The policy defines controls for training stakeholders on information security best practices, policies, and procedures including the risks of using information technology, the security implications of user actions, how to defend against malicious threats, and how to react to information security events or incidents.

3. **SCOPE**

   This policy applies to all users of all information systems that are the property of Fond du Lac Band which includes employees, contractors, and other stakeholders.

4. **POLICY**

   - All new personnel must complete the approved Security Awareness training prior to, or within 30 days of, being granted access to any Fond du Lac Band's information systems. This includes contractors that will be utilizing Fond du Lac Band's information systems.
   - All personnel must be provided with relevant information security policies to allow them to properly protect the Fond du Lac Band's information systems.
   - New and existing personnel must acknowledge they have received and agree to adhere to the Fond du Lac Band's Information Security Policies.
   - All personnel must complete annual security awareness training.
   - The IT team will be conducting email phishing campaigns throughout the year at regular intervals. The ongoing phishing campaigns will ensure that users are continuously alerted and made aware of the security threats that exist.
   - Fond du Lac Band's Security Team must develop and maintain a process to be able to communicate new security program information, security bulletin information, and security items of interest.

5. **ENFORCEMENT**

   Personnel found to have violated this policy may be subject to disciplinary action, up to and including termination of employment, and related civil or criminal penalties.

6. REVISION HISTORY

This standard shall be reviewed at least once every year to ensure relevancy.

Date	Description of Change	Reviewer
03/10/2023	Policy Creation	Bishal Thapa
3/21/2023	Policy Edits	Alan Walt/Bishal Thapa
4/4/2023	Final Review	Alan Walt

KEY DETAILS

- Policy Prepared by: Bishal Thapa, Information Security Officer
- Policy prepared on: 03/10/2023
- Approved by: Reservation Business Committee
- Approval Date: 4/12/2023
- Policy Live Date: 4/12/2023
- Next Review: 4/12/2025