Information Security Standards

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<th>Personnel Information Security</th>
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<td>Standard #</td>
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Standard: Personnel Information Security
Executive Summary

The Personnel Information Security Standard ensures that all SJSU personnel understand their responsibilities regarding information security and that individuals seeking employment within SJSU meet the information security criteria for the desired position to safeguarding the confidentiality, integrity, and availability of information. This may include but not limited to Livescan Requirements, Information Security Awareness New Hire Training, Responsible Use Policy for New Hires, and Hiring Department Notification.
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<tr>
<td>7/15/2014</td>
<td>Draft sent to Mike</td>
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Introduction and Purpose
This standard defines the requirements for the Information Security of all personnel that access sensitive information on behalf San Jose State University.

Scope
This standard applies to all SJSU State, Self-Fund, and Auxiliary (“campus”) personnel, including all staff and employees.

Standard
Livescan Requirements for Personnel

Livescan required for all personnel accessing sensitive level 1 information
A Livescan is required for all staff and student assistants who, in the course of their job duties, has access to sensitive level 1 information prior to hire. Livescan shall be required for transfer, in range progression or other Human Resources action where allowed in accordance with Collective Bargaining Agreements. Livescan is not required for any faculty position.

Livescan required for all employees
A Livescan is required of any employee who has physical access to areas (i.e., key shop) containing level 1 information regardless of job duties.

New Hires

Information Security Awareness New Hire Training
New hires are required to undergo Information Security Awareness Training. For more information, refer to the “Information Security Awareness Training” standard [1].

Responsible Use Policy for New Hires
New employees must acknowledge the responsible use policy and sign a confidentiality agreement.

More Information