



## Williamson County Technology Services

### 2.3.2 – Cyber Security Awareness Training Policy

#### Version 1

#### Approvals

Policy Approval Date: November 5, 2019

Final Approval By: Williamson County Commissioner's Court

Policy Effective Date: November 5, 2019

Next Review Date: October 1, 2021

#### Version Information

This version supersedes all previous versions and all others should be considered obsolete.

#### Version History

Version	Approved Date	Effective Date
1	11/5/19	11/5/19

## Scope

This policy includes all Williamson County employees, volunteers, interns, and other applicable persons that have access to Williamson County data and logins to the Williamson County Computer Network.

## Purpose

Properly educating users about information security, best practices and risks serves to help reduce overall information security risks and probability of incidents. The County is also required to have all users take Security Awareness Training to standards set by the State on an annual basis (in accordance with HB 3834). In addition, for certain users, there are other regulations such as Texas CJIS and the Department of State Health Services that add additional training requirements on a periodic basis to maintain access to those data systems.

## Policy

### Regulatory Requirements

In addition to best practices, the County is required to conduct cyber security awareness training in accordance with several regulations.

Texas HB 3834 requires all employees and elected officials to complete cyber security awareness training each year. For Williamson County, the training requirement extends to vendors, contract and temp labor, and other applicable persons that access County data and the County computer network.

The Texas Department of Public Safety (DPS) requires that all employees, contractors, and others with access to Texas Criminal Justice Information System (CJIS) data complete cyber security awareness at least every 2 years.

The Texas Department of State Health Services (DSHS) requires that all employees and contractors with access to DSHS-regulated data take approved cyber security awareness training on an annual basis.

## Training

Training in information security practices in use at Williamson County (in accordance with applicable laws and regulations) will be provided on an annual basis for all employees. Some employees may have additional modules to review depending on the data they access (e.g. CJIS, HIPAA, DSHS).

Training will be conducted online and in accordance with guidance with Texas HB 3834. The course shall be open all year on an ongoing basis for current employees as well as part of the new hire process for onboarding employees.

### Training Requirements

The standard training will be provided for all employees and will be required to access County data and the County's computer network on an annual basis. Users that do not take the required training will be

given a 30-day grace period to complete the training before their network account is suspended pending successful completion of training.

### **Timeframe and Deadlines**

The deadline for annual training will be set as March 1<sup>st</sup> of each year due to the effective date of Texas HB 3834. Annual training must be reported to the state by June 14<sup>th</sup> of each year starting in 2020.

New employees are be required to complete the training within 30 days of start date.

To further streamline this process, employees that have not completed required training by the deadline will have reduced account functionality until training is completed. This enforces a ‘grace period’ of 30 days until the hard deadline occurs at 60 days (April 1<sup>st</sup> for annual training, 60 days after hire for new employees). After this time, further account measures will be taken, up to and including, suspension of network access until training is complete.

### **Reporting and Communication**

The reporting on the annual cyber security training must be reported to the state each year. Aspects of efficient communication with employees include:

- Posting of cyber security training program on county intranet
- Bi-annual email reminders to all employees
- 30-Day email reminders to specific employees that have not completed required training by February 1<sup>st</sup>.
- Frequent reminders to the employee and supervisor for those that have passed the deadline (and have reduced account functionality)

### **Exceptions**

Any exception request must be written, submitted to and approved by the Senior Director of Technology Services. Exceptions are one-time and may not be extended past 90 days without the approval of the Williamson County Commissioner’s Court.

### **Policy Violations**

Individuals that do not complete required annual training by the deadline will have limited access to the Williamson County network environment. These resources will only be fully restored once required training has been completed.

### **Reference**

Information on HB 3834 can be found here:

<https://capitol.texas.gov/BillLookup/History.aspx?LegSess=86R&Bill=HB3834>