I. POLICY STATEMENT

This policy outlines how information security awareness materials will be provided to the UMass Lowell community, in accordance with Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (HIPAA) laws, and PCI-DSS Standards.

II. PURPOSE

To ensure that all members of the UMass Lowell community are exposed to Information Security awareness materials, and that they have some level of understanding of those materials. This policy is required by regulations applicable to the University.

III. SCOPE

This policy applies to any individual responsible for the management, operation, and/or maintenance of information systems and assets.

IV. DEFINITIONS

PCI-DSS - The Payment Card Industry Data Security Standard (PCI DSS), a widely accepted set of policies and procedures intended to optimize the security of credit, debit and cash card transactions and to protect cardholders against misuse of their personal information.

FERPA - Family Educational Rights and Privacy Act; is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

HIPAA - Health Insurance Portability and Accountability Act of 1996, Public Law 104-191; includes complex regulations especially regarding the privacy and security of health information.

V. PROCEDURES

Information security awareness may be delivered through multiple methods. These methods may include, but are not limited to:
- Information security website
- Information security blogs
- Information provided via UML Today
- Information provided via mass email to the UMass Lowell community
- Information security awareness training sessions
• Information provided via new faculty orientation
• PCI Compliance Awareness, in partnership with UITS
• Online-based Security Awareness training

**Information Security Website** - The University Information Security office will maintain a website providing information about Information Security concepts, best practices, advisories and relevant security articles. The website will be updated monthly at a minimum.

**Information Provided via UML** - The Information Security Office will work with University Relations to send out relevant security messages to the community via UML Today news.

**Information Provided via Mass Email to the UMass Lowell Community** – The Information Security Office will send out high priority messages to the UMass Lowell community via mass email distribution.

**Information Security Awareness Training Sessions** - The Information Security team will provide online Information Security Awareness sessions as requested by departments.

**Information Provided via New Employee Orientation** - The Information Security Office will work with Human Resources on a yearly basis to ensure that Information Security materials are included in the New Employee Orientation information sessions are current and appropriate.

**PCI Compliance Awareness** – In partnership with UITS, Information Security will work with appropriate constituent groups to identify appropriate personnel and their role in PCI compliance and will ensure that all affected personnel attend awareness training upon hire and at least annually thereafter. Additionally, on an annual basis, all personnel are required to acknowledge that they have read and that they understand the information security policy.

**Video Awareness Training** – The Information Security Office will work with appropriate constituent groups to identify appropriate personnel and their roles (PCI-DSS, PII, Data Steward, and General Staff) and will ensure that all personnel attend appropriate awareness training upon hire and at least annually thereafter. The training may consist of a series of videos followed by a brief quiz.

**VI. RESPONSIBILITY**

Information Technology is the responsible organization for implementing the provisions of this policy. The University’s Chief Information Officer and the Information Security Officer are the designated point of contacts.

**VII. ATTACHMENTS**

N/A

**VIII. RELATED POLICIES, PROEDURES AND ANNOUNCEMENTS**

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