



Policy Title		
Security Awareness Training		
Control Number	Policy Date	Revision Date
SC008	03/04/2024	New

Purpose

The purpose of this policy is to outline the Security Awareness policy at Scotland County. These rules are in place to protect the employee and Scotland County. Inappropriate use of Security Awareness exposes Scotland County to risks including virus attacks, compromise of network systems and services, and legal issues.

Scope

This policy applies to the Security Awareness program to ensure that all parties subject to security awareness program policy read and understand the Security Awareness policy and all IT policies drafted and implemented by Scotland County. The Security Awareness policy defines the objectives for establishing a formal Security Awareness program and specific standards for the education and communication of the associated policies, standards, guidelines and procedures. All employees, contractors, consultants, temporary, and other workers at Scotland County and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with Scotland County policies and standards, and local laws and regulation.

This policy applies to employees, contractors, consultants, temporaries, and other workers at Scotland County, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Scotland County.

Overview

This policy states the requirements for proper Security Awareness Training while accessing workstations or mobile devices within Scotland County networks and /or in storing Scotland County information.

Guidelines

- All new hires must read and acknowledge the following Scotland County IT policies:
 - Acceptable Use Policy
 - Remote Work Policy
 - Security Awareness Training Policy
 - Workstation and Mobile Device Policy
 - Password Policy
- Scotland County management is required to provide all employees with at least one annual training workshop/presentation on issues related to security awareness.
- All Scotland County employees are required to attend at least one Information Security workshop/presentation session once a year.

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Compliance

The Management team will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

Exception

Any exception to the policy must be approved by the County Manager and VC 3 Management team in advance.

Disciplinary Action

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.