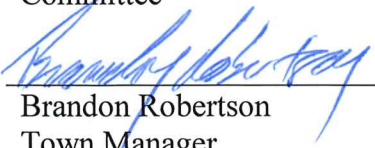


TOWN OF AVON
POLICY MEMORANDUM

SUBJECT: Cybersecurity Training Policy NO: 11.1
DATE: September 6, 2022
BY: Town of Avon,
Information Technology
Committee

APPROVED: 
Brandon Robertson
Town Manager

I. PURPOSE

The purpose of this policy memorandum is to establish a mandatory cybersecurity training program for anyone with authorized access to Town technology assets. Specifically, this policy shall apply to regular and temporary employees, and elected officials and third party personnel such as consultants or contractors.

II. RESPONSIBILITY

It shall be the responsibility of the Town Manager to ensure the implementation of and adherence to this policy by all Users.

It shall be the responsibility of the Town's Information Technology Committee Chair to provide appropriate training programs, review results, and report those results to the IT Committee and the Town Manager.

It shall be the responsibility of all Town department and division heads to provide staff with appropriate time and resources to complete the training program assigned.

It shall be the responsibility of all users to complete the assigned training in a timely manner.

III. TRAINING REQUIREMENTS

All new Users shall receive, read, and acknowledge receipt of a copy of the Town's Acceptable Use Policy and any other applicable cybersecurity policies prior to being granted access to Town technology assets or equipment.

All new users shall complete, and pass, an online information security awareness class and related test within 30 days of being granted access to Town technology assets or equipment.

All users shall complete, and pass, an online information security training class and related test annually.

The IT Committee, through its Chair, shall provide all users with the training and resources required to obtain the knowledge to properly protect Town technology assets. The Committee shall provide users

with course offerings, tests, programs, and other materials to remind users of their obligations and responsibilities under the Town's Acceptable Use Policy.

The IT Committee, through its Chair, shall maintain a log of training that has been provided to users.

The IT Committee, through its Chair, shall provide all users with prompt notice of changes to the Town's Acceptable Use Policy.

IV. THIRD PARTY PERSONNEL

Third party personnel such as consultants or contractors will not be subject to the Town's online information security awareness class and related test requirements if they provide sufficient documentation that they have relevant and recent training regarding information security.

Consultants and contractors doing business with the Town that require access to Town technology assets or equipment shall be reviewed and approved by the IT Committee, through its Chair, prior to the time of contract execution and annually thereafter.

V. DEFINITIONS

Cybersecurity shall refer to the state of being protected against the criminal or unauthorized use of electronic data, or the measures taken to achieve this.

Technology assets shall refer to all computing, networking, and software applications that can be accessed by Users.

Users shall refer to anyone with authorized access to Town technology assets through any technological equipment, whether owned or leased by the Town, or owned or leased by a third party. This shall include regular and temporary employees, and elected officials.

Third Party Personnel shall refer to consultants, contractors or vendors that are contractually obligated to provide services to the Town.

Training shall refer to the act of teaching a person a particular skill or type of behavior.