Chapter Title	Chapter #		Subject #
Information Technology / Information Systems	ITIS		206.1
Subject Title Cybersecurity Awareness	Adopted 3/21/23	Last Revised 3/21/23	Reviewed 6/17/24

PROCEDURE

Application

This procedure shall apply to The Right Door for Hope, Recovery and Wellness.

1. The Right Door Cybersecurity Awareness Program

    1.1. The IT department ongoing Cybersecurity Awareness Program components include:

        1.1.1. Cybersecurity training provided by IT staff at initial orientation

        1.1.2. Organized Internal Attack Simulation Training Campaigns conducted by IT staff on an ongoing basis.

        1.1.3. Periodic Cybersecurity Awareness Newsletters covering various topics will be sent by IT staff. Preferred distribution is Monthly, minimum distribution is quarterly.

        1.1.4. IT staff will conduct both Annual and periodic refresher Cybersecurity Trainings for Staff covering the following topics:

            1.1.4.1. Passwords and Authentication
            1.1.4.2. Authorization and Clearance
            1.1.4.3. Separation of Employment process
            1.1.4.4. Acceptable Use Policy review
            1.1.4.5. Workstation Security tips
            1.1.4.6. Printing tips
            1.1.4.7. Malicious Software (Virus) tips

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Kerry Possehn, Chief Executive Officer		Date	