

## Education & Awareness Minutes

July 7, 2008

### Discussion Items

D1. Merri Beth lead discussion of document used to define "The Learning Continuum". Starts with Awareness (do not use Literacy very much); next concept is training. (See copy of document Merri Beth brought to meeting). Education is top level. The reality is that not every user is going to go all the way up the continuum; how do you build boundaries? This document looks at it from a security text-book perspective.

D2. Vince – discussion of what the LSPs must do within the departments. So what is the "role" of the LSPs? What are the objectives for each of the roles within departments? UITS is trying to do a better job of identifying departmental LSPs; have money for a security position within the UITS LSP unit. They will then work with the LSPs within the departments to define what the technical support should look like based on the type of information held in each departmental. User agreements are fit into the "awareness" part of the continuum for the UITS security office.

D3. See Don's outline of matrix on how to look at the various constituencies and where they need to be on the continuum. This gives us a good structure for the groups to work on. This will give us the right structure for us to work on at our 4 hour meeting later this month. This pertains to our overall responsibilities of this subgroup.

D4. The IUIE Audit – the IUIE is fine, but there were actions regarding actions to be taken to get CDS started, plus some specific items such as role-based access. The document Don distributed is the actual action plan put together for President McRobbie by Mark and Brad. Mark explained actions already taken. Campaign should expand to access to all institutional data, not just IUIE. Imperative is to take this campaign for IUIE users and expand it to all users of institutional data. Mark has gotten list of all enterprise users who did not have an online use agreement, all IUIE users who have done that, and then have the set of users (long-time systems – not IUIE) who have not completed use agreement. Have all of the "green" items in the document been done? Yes. What is "optimal" or "good enough"? How do we hold users accountable? What are time frames?

D5. This committee is just trying to create an environment in which these messages get to appropriate managers, supervisors, users, etc. Communication needs to include names of individual data stewards who are responsible for the data. Practical problems to overcome; users were told not to keep unencrypted information on portable devices (including PDAs). Are we going to put this information in communications to this group? There is a data information security notice on this point. Our goal should be some sort of ongoing campaign with user agreements, awareness, etc.

D6. Is there some sort of LSP audit process which can be implemented to help ensure that data is being stored appropriately? We need policies before we can do any of this. However, Don made the point that we could go forward doing the exact same thing that was done for the IUIE users using term "should", rather than "must". See action item 4 below. We will continue to work with CDS Policy Group to "formalize" the notice into a policy.

### Action Items

A1. Merri Beth and Scott will identify things that already exist to fit into the individual cells in Don's outline. The roadmap will fit nicely into this matrix.

A2. Re-examine what was done for the new population (enterprise systems users). See yellow item in Number 3 on page 1.

A3. Mark needs to do "due diligence" for us to use "must". UIPO needs to compose a policy regarding encryption of certain data to the Policy Subgroup for their approval. Once approved the policy needs to go to the CDS for approval, and then it can be used in a campaign. Propose that this could be done by the end of August.

A4. Use term "must" in communication now based on data distribution and storage notice from UIPO. If questions arise, they will be referred to UIPO and UISO for resolution. For July 15<sup>th</sup> meeting we will assume we can use the term "must".

A5. Mark will be sure that Kim has the correct list of members of this subgroup and they will be notified of the July 15<sup>th</sup> meeting, and subsequent meetings of this subgroup.