



City of Waukesha

Security Awareness Training Policy

- I. **Purpose.** To ensure that the appropriate level of information security awareness training is provided to all users of Information Technology (IT) assets.
- II. **Responsibility.** The IT Department has the primary responsibility for planning, developing, and updating the cybersecurity awareness training program. The training may be performed by the IT Department or by contractors. All employees and users must participate in and have a responsibility to follow the concepts taught within the security awareness training program.
- III. **Policy.**
 - A. Users shall receive security awareness training at least quarterly.
 - B. All new Users shall receive cybersecurity awareness training before being granted access to IT Assets. Initial training will include recognition of social engineering attacks, and recognition and reporting of security incidents.
 - C. Users shall be trained on how to identify and report that their IT Assets require security updates.
 - D. Users shall be trained on best practices for authentication.
 - E. Users shall be trained on best practices for handling City data.
 - F. Users shall be trained on the dangers of connecting to and transmitting City data over insecure networks.
- IV. **Exceptions.** Departments may request exceptions from this Policy from the IT Director. The request should specifically state the scope of the requested exception along with justification for granting the exception, the potential impact or risk of granting the exception, risk mitigation measures to be undertaken by the IT Department, and the initiatives, actions and a time frame for achieving the minimum compliance level with this policy. Exception requests shall be granted or denied in the sole discretion of the IT Director.
- V. **Penalties for Violations.** Violations of these rules will subject the User to discipline, up to and including termination, as provided in Human Resources Policy G-3.

Passed by the Information Technology Board on the 2nd day of April 2025.
Approved by the Common Council on the 15th day of April 2025.

Shawn N. Reilly, Mayor