LSUE

POLICY STATEMENT 123 STANDARD 1
SECURITY RESPONSIBILITIES IN JOB DESCRIPTIONS

POLICY DIGEST

Monitoring Unit: Office of Information Technology
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I. PURPOSE

As an institution of higher education, Louisiana State University at Eunice ("University" or "LSU Eunice") is charged with maintaining systems and data for administrative and academic purposes. These assets are critical to the mission of the University, and the acceptable use of these systems and data sets must be managed with a formalized Information Security Program.

A major element of protecting the University's Information Technology (IT) assets is ensuring personnel are aware of security responsibilities at every phase of employment.

The purpose of this standard is to describe standards for including security responsibilities in job descriptions for all personnel at the University.

II. DEFINITIONS

Asset. A resource, process, product, information infrastructure, etc. whose loss or compromise could intangibly affect its integrity, availability, or confidentiality or it could have a tangible dollar value. The loss or compromise of an asset could also affect LSU Eunice's ability to continue business.

Personnel. All users that are hired or otherwise engaged by the University to perform a particular task, job, and/or duty. This includes full-time and part-time employees, including student employees and contract employees.

User. Any individual or entity that utilizes an asset. A user can be an individual, application, information system, network, etc.

III. STANDARDS

   A. LSU Eunice must identify positions that interact directly with sensitive data and systems and will have responsibilities related to security for systems/applications and/or data hosted within them.

   B. LSU Eunice must ensure that all job descriptions for the identified positions contain relevant information related to responsibilities the individual in that position would have as it relates to information security. Some examples of this include, but are not limited to:

      1. Student Advisors – maintain privacy of student records

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40   2. Human Resource Manager – maintain confidentiality and privacy of employee
41   information

42   3. IT Analyst – maintain security of systems under their purview

43   C. As part of the interview process, the potential candidates must be informed of their roles
44   and responsibilities including those related to information security.

45   D. Any individual/entity being considered for contractual work is informed of the University
46   policies, processes, and procedures related to information security and must abide by
47   the same.

48   E. Any changes to job responsibilities or position must incorporate responsibilities related to
49   information security. The updated responsibilities must also be communicated to the
50   employee and/or contracted individual/entity.

51 **IV. REVISION HISTORY**

Version	Date	Change Description	Edited By
0.1	04/20/2022	Initial Draft	OIT

52