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Date of Last Revision: August 1, 2016 (REVISED)  
Applicability: All DDSN Employees

## I. PURPOSE

The purpose of the Human Resource and Security Awareness Policy is to define security roles and responsibilities and security training requirements for DDSN employees, contractors and third party users.

## II. HUMAN RESOURCE COMPLIANCE

The purpose of Human Resource compliance is to define security roles and responsibilities for employees, contractors and third party users.

### 1. Personnel Security Policy and Procedures (PE 1)

DDSN shall define security roles and responsibilities of employees, contractors and third party users and shall be documented in accordance with DDSN information security policies.

### 2. Personnel Screening and Third-Party Personnel Security (PS 3) and (PS 7)

DDSN shall conduct background verification checks on all candidates for employment, including contractors, and third party users, which shall be carried out in accordance with relevant laws and DDSN Directive 406-04-DD: Criminal Record Checks and Reference Checks of Direct Caregivers.

#### DISTRICT I

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Phone: (864) 938-3497

Midlands Center - Phone: 803/935-7500  
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Phone: 843/832-5576

#### DISTRICT II

Coastal Center - Phone: 843/873-5750  
Pee Dee Center - Phone: 843/664-2600  
Saleeby Center - Phone: 843/332-4104

3. Personnel Termination and Transfer (PS 4) and (PS 5)

Upon termination/transfer of employment for employees, termination of engagement for non-employees, or immediately upon request, personnel shall return to DDSN all agency documents (and all copies thereof) and other agency property and materials in their possession or control.

4. Access Agreements (PS 6)

As part of their information security obligation, employees, contractors and third party users shall agree and sign the Acceptable Use of Network Services and the Internet Form (DDSN Directive 367-09-DD), which shall state responsibilities for information security.

*Guidance:* NIST SP 800-53 Revision 4: PE 1 Personnel Security Policy and Procedures  
NIST SP 800-53 Revision 4: PS 3 Personnel Screening  
NIST SP 800-53 Revision 4: PS 4 Personnel Termination  
NIST SP 800-53 Revision 4: PS 5 Personnel Transfer  
NIST SP 800-53 Revision 4: PS 6 Access Agreements  
NIST SP 800-53 Revision 4: PS 7 Third-Party Personnel Security

### III. SECURITY AWARENESS TRAINING

The purpose of security and awareness training is to define the information security training requirements for DDSN employees, contractors and third party users.

1. Security Awareness Training and Information Security Workforce (AT 2) and (PM 13)

DDSN management shall require employees, contractors and third party users to apply security in accordance with established policies and procedures of the organization.

2. Role-Based Security Training (AT 3)

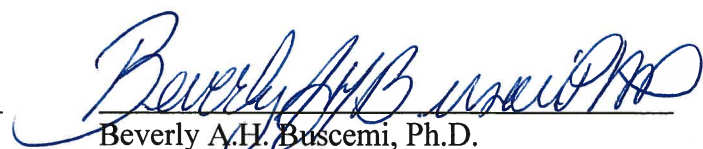
- DDSN shall impart appropriate awareness training and regular updates in organizational policies and procedures to all employees of the organization and to contractors and third party users, as relevant for their job function.
- Training must be accompanied by an assessment procedure based on the cyber security training content presented in order to determine comprehension of key cyber security concepts and procedures.
- User access to DDSN information assets and systems will only be authorized for those users whose cyber security awareness training is current (e.g., having passed the most recent required training stage).

3. Testing, Training, and Monitoring (PM 14)

- DDSN will appoint a cyber-security awareness training coordinator to manage training content, schedules and user training completion status.
- The DDSN cyber security training coordinator, along with the Information Security Officer will review training content on an annual basis to ensure that it aligns with State of South Carolina policies.

*Guidance: NIST SP 800-53 Revision 4: AT 2 Security Awareness Training  
NIST SP 800-53 Revision 4: AT 3 Role-Based Security Training  
NIST SP 800-53 Revision 4: PM 13 Information Security Workforce  
NIST SP 800-53 Revision 4: PM 14 Testing, Training, and Monitoring*

  
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(Originator)

  
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(Approved)

***To access any Guidance references, please see the attached link at:  
<http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-53Ar4.pdf>***