

Information Security User Awareness Assessment

Department: _____

Employee: _____

Date: _____

Purpose:

The purpose of this self-assessment is to assist individuals in evaluating their information security awareness, to determine areas in need of improvement and to provide users with information security training and resources.

General Security Awareness:

| Security Awareness Question | Rating (0-5) 0=unaware/never - 5=very aware/always | Resource/Response |
|--|--|---|
| I am familiar with the University's Information Security Policies and my responsibilities for protecting University resources? | | http://security.louisville.edu/PolStds http://security.louisville.edu/PolStds/ISO/PS001.htm |
| When away, I always lock my PC and employ my system's password protected screen saver? | Contact Tier I for help | Ex: Manual: Alt/Ctl/Delete, Lock Ex: Auto Set: Desktop, Screensaver, time *Auto lock time should be set to a minimum of 10-15 minutes http://security.louisville.edu/PolStds/ISO/PS012.htm |
| I understand the requirements for and use of strong passwords? | | http://security.louisville.edu/PolStds/ISO/PS008.htm *8 in length, combination of upper/lower case alpha; numeric; special character |
| I never share my password or post it where others may obtain access to it? | | http://security.louisville.edu/PolStds/ISO/PS001.htm http://security.louisville.edu/PolStds/ISO/PS008.htm |
| I know how to protect against 'social engineering' 'phishing' and 'cybercrime'? | | http://onguardonline.gov/media/game-0013-case-cyber-criminal http://onguardonline.gov/media/video-0007-phishy-office http://onguardonline.gov/articles/0003-phishing |

Information Security User Awareness Assessment

| | | |
|---|--|--|
| I am careful not to discuss sensitive information in public places? | | See Classification and Handling Guide |
| I know the location of my department's shredder or <i>secure</i> recycle bin for disposal of 'sensitive' information? | | See Classification and Handling Guide |
| When browsing or downloading from the Internet, I only access trusted, reputable sites? | | Issues with viruses, spyware, hacking |
| When downloading software I abide by all license/copyright laws? | | http://security.louisville.edu/PolStds/ISO/PS007.htm https://louisville.edu/it/private/copy_of_information/topics/computer-account-usage-agreement.html |
| I am careful when opening email attachments and links? | | Known sender, expected and not unusual |
| I know when and who to contact if I suspect an information security incident? | | http://security.louisville.edu/PolStds/ISO/PS006.htm |

Information Security:

| Security Awareness Question | Rating (0-5) 0=unaware/never - 5=very aware/always | Resource/Response |
|--|--|--|
| I know the types of information handled in my area and the applicable regulations? | | Examples: HIPAA, FERPA, PCI, Export Controls, State Regulations, etc. |
| I understand what information is considered 'sensitive' (Confidential and Proprietary)? | | See Classification and Handling Guide http://security.louisville.edu/Resources/InfoSecGlossary/InfoSecGlossary.html |
| I am familiar with the appropriate methods for transmitting, storing, labeling and handling sensitive information? | | See Classification and Handling Guide http://security.louisville.edu/PolStds/ISO/PS018.htm |

Information Security User Awareness Assessment

| | | |
|---|----------------------|--|
| <p>I always encrypt sensitive data when sending via external email and I know how/when hardware and mobile devices should be encrypted?</p> | <p>[SEND SECURE]</p> | <p>http://security.louisville.edu/PolStds/ISO/PS018.htm</p> <p>http://louisville.edu/email/cisco-secured-email/Cisco-secure-email-sending.pdf</p> <p>http://louisville.edu/email/exchfaqca ts/secured.html</p> <p>See Classification and Handling Guide</p> <p>http://louisville.edu/it/departments/enterprise-security/information/encryption-information</p> |
| <p>I ensure that sensitive data is protected on mobile devices?</p> | | <p>Laptops – encryption software Use encrypted flash drives, employ encryption on smart phones/tablets</p> <p>http://louisville.edu/it/departments/enterprise-security/information/encryption-information</p> |
| <p>I do not leave sensitive data unattended in open areas (copiers, faxes, desktops)?</p> | | <p>See Classification and Handling Guide</p> |
| <p>My sensitive/critical data is backed up on a routine basis and recovery is tested periodically?</p> | | <p>http://security.louisville.edu/PolStds/ISO/PS015.htm</p> |
| <p>I am aware of my department's Business Continuity Plans and of my responsibilities?</p> | | <p>http://security.louisville.edu/PolStds/ISO/PS002.htm</p> |
| <p>I am aware that texting or posting sensitive data on social sites or using 3rd party storage may violate policy or regulations?</p> | | <p>See HIPAA policies and regulations</p> <p>http://louisville.edu/privacy/hipaaguidance/hipaa-guidance-sections</p> |

Information Security User Awareness Assessment

Physical/Resource Security:

| Security Awareness Question | Rating (0-5) 0=unaware/never - 5=very aware/always | Resource/Response |
|---|---|---|
| I am aware of and adhere to physical security practices? | | Badge/card entry, securing of keys, sign in/out, code security, locking of sensitive areas http://security.louisville.edu/PolStds/ISO/ISO/PS012.htm |
| I physically secure my mobile computing devices (laptops, portable drives, smart devices)? | | Security locks for laptops, never left unattended, not checked as luggage |
| I am aware of building evacuation and safety plans? | | Exits, numbers for assistance, alternate meeting locations |
| My University owned computing devices are current with virus protection and software patches? | Contact Tier I, the Helpdesk or Enterprise Security for questions | http://security.louisville.edu/PolStds/ISO/PS012.htm |
| If approved to use my personal computing devices, I am aware of and use security measures? | | Virus protection, patch updates http://security.louisville.edu/PolStds/ISO/PS014.htm |
| My sensitive/critical data is stored on systems which are located in a secure area? | Contact Tier I | Locked areas, away from unauthorized access http://security.louisville.edu/PolStds/ISO/PS009.htm |