

<b>C</b> <b>D</b> <b>I</b>	<b>I n f o r m a t i o n</b> <b>S e c u r i t y</b> <b>P o l i c y</b>
----------------------------------	--

**To:** CDI Employees

**No.:** ISO-01

**From:** Information Security Office (ISO)

**Issued:** August 1, 2004

**Subject:** Information Security Training Policy

**Expires:** When Superseded

---

### **Policy**

California Department of Insurance's (CDI's) security policies and procedures must be fully documented, posted, and CDI's staff must be knowledgeable about those policies and procedures. Personnel practices related to information security management must include training of employees with respect to individual, departmental, and statewide security responsibilities and policies. In addition, all employees must sign an acknowledgment of security responsibility.

### **Purpose**

To ensure all employees are aware of policies and to mitigate risk to CDI's network.

### **Procedure**

All employees are to receive information security training and sign an acknowledgment of CDI security policies annually ([State Administrative Manual, Section 5325 – Item 2 “Personnel Practices”](#)).

### **Inquiries**

Please contact the ISO at 916-492-3256 or 916-492-3353 if you have any questions regarding this policy.

---

Archie Alimagno, Information Security Officer

Attachment