

 <b>Wharton County Junior College</b>	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>	
WCJC Title: <b>Information Security</b>	Section C: <b>Business and Support Services</b>	Page(s): 2
<b>BASED ON BOARD OF TRUSTEES POLICY</b>		
Policy Title: <b>Information Security</b>	Policy: <b>CS</b>	
Subtitle: None	Date Adopted: 8-01-20	

**Purpose**

The College shall monitor and maintain best practices related to information security.

**Procedure**

***Information Security Officer***

The WCJC Chief Information Officer (CIO) is also appointed to maintain the title of information security officer (ISO). If deemed applicable, necessary, or appropriate, the position of ISO may be held by an approved third-party vendor.

***Information Security Program***

The Information Security Program will be supplied no later than June of each year to the College President for review and approval.

On a biennial basis, the ISO, with the approval of the College President, will contract with a third party entity to conduct an Information Security Assessment for the purpose of reporting program compliance to the Department of Information Resources (DIR).

***Website and Mobile Application Security***

The [WCJC Privacy Notice](#) is posted on the WCJC Website. The WCJC Privacy Notice provides procedures related to the privacy and security of the College’s website and mobile applications. The notice will be reviewed annually by the Technology Advisory Committee and suggested revisions will be sent for approval to the College President prior to being submitted to DIR for review.

## **Reports**

### *Information Security Plan*

On a biennial basis, the ISO, with the approval of the College President, will contract with a third party entity to conduct an Information Security Assessment for the purpose of reporting program compliance to the Department of Information Resources (DIR).

### *Effectiveness of Policies and Procedures*

The ISO will submit an annual report on information security to the College President. This report will include any recommendations for policy and procedural improvements, in accordance with applicable laws and best practices.

### *Security Incidents*

Upon discovery or notification of a security breach, the College will respond in accordance with those requirements outlined in CS (Local) and CS (Legal), including the submission of a monthly report to DIR.

**Date Prepared:** 9-24-21 (PY)

**Revised date:** 11/30/2021 (AAA)