I. PURPOSE

This standard reflects East Carolina University’s commitment to provide regular security information and awareness to its workforce members.

II. AUTHORIZATION AND ENFORCEMENT

Health Care component management and/or administrator(s) are responsible for monitoring and enforcing this policy, in consultation with the ECU IT Security Officer, ECU HIPAA Security Officer, and ECU HIPAA Privacy Officer.

III. STANDARD

ECU must distribute security reminders on a regular basis to its Health Care Component workforce members.

IV. APPLICABILITY

This standard is applicable to all workforce members who are responsible for or otherwise administer a healthcare computing system. A healthcare computing system is defined as a device or group of devices that store EPHI which is shared across the network and accessed by healthcare workers.
V. PROCEDURE

The following standards and safeguards must be implemented to satisfy the requirements of this standard:

1. ECU must periodically distribute security reminders to all of its workforce members.

2. Security reminders will address security topics that include, but are not limited to:
   - Information security policies
   - Information security controls and processes
   - Risks to healthcare information systems and EPHI
   - Security best practices (e.g. how to choose a good password, how to report a security incident)
   - ECU’s information security legal and business responsibilities (e.g. HIPAA, business associate contracts)

3. In addition to providing regular security reminders, ECU must provide security information and awareness to all of its workforce members when any of the following events occur:
   - Revisions to ECU’s information security policies or procedures
   - New information security controls are implemented at ECU
   - Changes to information security controls
   - Changes in legal or business responsibilities
   - New threats or risks to EPHI

VI. COORDINATING INSTRUCTIONS

1. All section policies, standards and procedures will be reviewed annually. Every section policy, standard and procedure revision/replacement will be maintained for a minimum of six years from the date of its creation or when it was last in effect, whichever is later. Other East Carolina University, University of North Carolina system, or state of North Carolina requirements may stipulate a longer retention.