I. PURPOSE

This standard reflects East Carolina University’s commitment to provide regular training and awareness to its employees about its process for guarding against, detecting, and reporting malicious software that poses a risk to its information systems.

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 train Health Care Component workforce members on guarding against, detecting, and reporting malicious software that poses a risk to its information systems.

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 safeguards must be implemented to satisfy the requirements of this standard:

1. ECU must train workforce members on following procedures for guarding against, detecting, and reporting on malicious software.

2. Training and awareness must cover the following topics at minimum:
   - How to identify and handle potential scams and hoaxes
   - Explanation of how university anti-virus and malware protection software operate
   - How to configure and use anti-virus and malware protection software
   - Good security practices for web browsing, sharing files, and opening email attachments
   - Risks of installing unsupported software
   - Security updates for workstations and software applications
   - What to do when anti-virus and malware protection software detects a virus or worm

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.