PERSONNEL SECURITY STANDARD

1. **Purpose**

   The purpose of this Standard is to set Information Security requirements for personnel.

2. **Scope**

   This Standard applies to persons employed or contracted by Wayland Baptist University who work with Information or Information Assets.

   Information Security Standards support Information Security Policy and are not intended to supersede or conflict with said policy. Additionally, this Standard is not intended to supersede or conflict with Employment Policies.

3. **Requirements**

   3.1. Background checks shall be conducted for those employees in contact with Information classified as Confidential/Restricted.

   3.2. Nondisclosure and Confidentiality agreements shall be in place for those employees in contact with Information classified as Confidential/Restricted.

   3.3. All employees shall comply with Information Security Policies and Standards as a condition of Employment.

   3.4. Employees in contact with Confidential/Restricted Information shall participate in Information Security Awareness training   .

   3.5. Termination or change in employment shall result in removal or adjustment of access rights to Information and Information Assets per the Information Security Access Control Standard.

4. **Compliance and Enforcement**

   Information Custodians and Owners are responsible for monitoring compliance with this Standard and reporting instances of non-compliance to the appropriate management and Human Resources.

5. **Exceptions**

   Exceptions to this Standard shall be reviewed by   , Human Resources, and the Department of Information Technology.

6. **Effective Dates**

   This standard is in effect with Information Security Policy, effective March of 2022.