LSU

POLICY STATEMENT 123
PERSONNEL

Monitoring Unit: Information Technology Services
Initially Issued: July 21, 2023

PURPOSE

As an institution of higher education, the Louisiana State University A&M Baton Rouge Campus ("University" or "LSUAM") is charged with maintaining systems and data for administrative, academic, and research purposes. These assets are critical to the mission of the University, and it is imperative that a formalized personnel policy related to IT Security is utilized by the University to mitigate risks.

The purpose of this policy is to define the required processes and activities in the management of personnel as they pertain to security responsibilities and the employee lifecycle.

DEFINITIONS

Asset – A resource, process, product, information infrastructure, etc. whose loss or compromise could intangibly affect its integrity, availability, or confidentiality or it could have a tangible dollar value. The loss or compromise of an asset could also affect LSUAM's ability to continue business.

Personnel – All users that are hired or otherwise engaged by the University to perform a particular task, job, and/or duty. This includes full-time and part-time employees, including student employees and contract employees.

User – Any individual or entity that utilizes an asset. A user can be an individual, application, information system, network, etc.

POLICY STATEMENT

    A. Security responsibilities in Job Descriptions
        1. LSUAM must define information security responsibilities in all relevant job descriptions.
        2. LSUAM must communicate the defined responsibilities prior to and during employment and/or affiliation.

B. Employee Lifecycle
1. LSUAM must define standards related to information security and/or compliance requirements for all personnel related activities including, but not limited to:
   a. Recruiting
   b. Onboarding
   c. Termination or other change of status.

STANDARDS

A. The security responsibilities in job descriptions standards are outlined in Standard PS-123-ST-1.
B. The employee lifecycle standards are outlined in Standard PS-123-ST-2.

EXCEPTIONS AND NON-COMPLIANCE

- Please refer PS-120-ST-4 for additional information related to exceptions.
- Please refer PS-120 for additional information related to Policies and Standards non-compliance.

REVISION HISTORY

Version	Date	Change Description	Edited By
0.1	7/21/2023	Initial Draft	Information Technology Services