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**Process Number:** BP.01.003.03  
**Approved By:** A. Michael Berman  
VP for Technology & Innovation

**Effective Date:** 03-August-2010  
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## **Business Practice for Organization and Management of Information Security at Channel Islands**

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### ***PURPOSE:***

Describes the organizational structure, roles, and responsibilities for the management of information security at Channel Islands.

### ***BACKGROUND:***

The President delegates to the VP for Technology & Innovation the authority to develop, implement, and document the organizational structure of the campus information security program, and the authority to appoint a campus information security officer (ISO). This document describes the information security program and the roles and responsibilities of the ISO, as required by [ICSUAM Policy Number 8015.0](#).

The T&I Business Practice on the Organization and Management of Information Security complies with [ICSUAM Policy Number 8015.0](#) and is modeled after that policy. Business practice details have been adapted to fit CI's campus needs, consistent with the [ICSUAM Policy 8015.0](#) and language of the Standard.

### ***BUSINESS PRACTICE:***

#### **Accountability:**

The VP for Technology & Innovation has been designated by the President as the campus official responsible for the organization and management of information security at CI.

#### **Applicability:**

This business practice is applicable to any and all functions related to information security at the Channel Islands campus.

#### **Definitions:**

- 1) **ISO.** Staff member appointed by the VP of Technology & Innovation as the Information Security Officer.

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### **Text:**

The President designates the VP for Technology & Innovation to have day-to-day management and oversight of the information security program at Channel Islands. Specifically, the roles and responsibilities defined by the [CSU Standard for Information Security Roles and Responsibilities](#) will be carried out as follows:

The VP for Technology & Innovation designates the Director of Enterprise Services and Security as the ISO. The ISO has the following duties:

- oversight of campus information security risk assessment activities;
- develop procedures and processes which implement the CSU information security policy and standards, as directed by the President;
- evaluate the risk introduced by any changes to campus operations and systems;
- serving as the campus representative on the CSU Information Security Advisory Committee (ISAC);
- oversee campus operations and systems to address security;
- coordinating the campus information security program on behalf of the President;
- advising the President and the Cabinet on all information security matters;
- working closely with campus administrators and executive officers on information security matters;
- providing input to the campus budget process regarding prioritization and required resources for information security risk mitigation activities and inputs regarding information security risks of proposed projects;
- informing the VP for Technology & Innovation of significant information security risks as they are identified;
- oversight of the campus information security incident response program in coordination with appropriate campus personnel;
- oversight of the campus information security awareness and training program, in coordination with appropriate campus personnel;
- responding to information security related requests during an audit.

This business practice shall be reviewed each year in July; documentation of this review shall be maintained in the office of the VP for Technology & Innovation.

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### ***Assessment Requirements***

Assessment requirements and history are listed in the grid below.

<b>Description</b>	<b>Frequency</b>	<b>Role Assigned</b>
General review of this business practice	Annual – July	VP for T&I

### ***Revision History***

<b>BP Nbr:</b>	BP-01-003	<b>Enacted Date:</b>	08/03/2010		
<b>Revision Nbr:</b>	002	<b>Revision Date:</b>	07/18/2016	<b>Revised By:</b>	NFisch
	003		02/02/2017		NFisch