

Security & Privacy Awareness Day

Task Overview

FSA requested assistance to host some form of a Security & Privacy Awareness Day, with the purpose of highlighting the user's impact to information security. Given the recent release of the Information Security & Privacy Policy document, we decided to focus the event on raising the awareness of FSA's new security and privacy policies. We have created initial proposals for format, implementation, and goals of the awareness day. After final acceptance from FSA, we will host the awareness day in mid-August.

Task Description

Our main goals for the Security & Privacy Awareness day events were to raise awareness of FSA's security policies to as much of FSA as possible, while minimizing overall workplace disruption. To that end, rather than hosting a booth or seminar, we decided to run a contest via e-mail. The advantages of this are numerous:

- Complete access to all FSA employees, including those on vacation or not working at the UCP location,
- Minimal intrusion to employees' work, and
- And maximum effective use of our resources.

The contest will be 11 multiple-choice questions, each of which can be found in the FSA Information Security & Privacy Policy document. The first 100 correct answers will win a bag of candy,. We reasoned that this format would be quick enough to encourage a good response rate, while also allowing us to focus on sections of the policy document most pertinent to the average user. As to the questionnaire itself, we created an MS Outlook form that would allow easy transmittal and completion of the questionnaire via e-mail.

To promote the awareness day, we will use both posters and the multimedia marquee board in the FSA lobby. Fliers will be of two varieties: one set a countdown "teaser" that will be posted by the elevators at each floor, and the other a more conventional flier announcing the date of the awareness day, supported with some security trivia. The marquee is a multimedia PowerPoint slide designed to grab employees' attention as they wait for the elevators in the lobby. Overall, we used a science-fiction theme to tie the various promotions together, separating them from the current fliers used at FSA.

Task Status

The countdown set of fliers and the marquee promotion has been created and only needs some final fine-tuning in order to be complete. We have received permission from FSA to use the marquee, and will send the PowerPoint slide to the appropriate people with the requested run dates. The questionnaire form is completed pending final review. Items remaining include setting the firm date for the Awareness Day, arranging t-shirts/ballcaps for SSO's, creating an FSA e-mail address to use for the disbursement and receipt of the questionnaires.