

Overview of Key Roles and Responsibilities in Information Security Liaison Model

Responsibilities	Chief Information Security-Privacy Officers	Divisional Information Security-Privacy Liaison	Departmental Information Security-Privacy Liaison
Planning	<ul style="list-style-type: none"> • Plan and conduct annual risk assessment • Develop a prioritized list of projects; obtain management approval and resource commitment 	<ul style="list-style-type: none"> • Provide input to Chief Information Security Officers on project priorities • Participate in annual risk assessment • May lead project development and implementation for own division and other division(s) 	<ul style="list-style-type: none"> • Provide feedback to Divisional Information Security Liaisons on local needs and emerging risks
Organization	<ul style="list-style-type: none"> • Develop overall organization structure; obtain management approval • Work with deans, vice presidents, and directors to identify Divisional Information Security Liaisons 	<ul style="list-style-type: none"> • Work with department chairs and managers to identify Departmental Information Security Liaisons 	<ul style="list-style-type: none"> • Work with departmental leadership to engage additional staff assistance as needed
Training	<ul style="list-style-type: none"> • Oversee the development and delivery of training materials (overall responsibilities; project specific training) for all information security liaisons • Update and distribute new training materials as appropriate 	<ul style="list-style-type: none"> • Attend training sessions and review relevant training materials • Coordinate with departmental liaisons to distribute training materials • Conduct divisional training sessions as needed 	<ul style="list-style-type: none"> • Attend training sessions and review relevant training materials • Conduct departmental training sessions as needed

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Project Administration	<ul style="list-style-type: none"> • Develop project description, scope, resource requirement, schedule, and deliverables • Engage divisional liaisons, delivers instructions, gain alignment on project objectives • Provide technical support, general oversight, and guidance to all liaisons; track progress toward goals and objectives of information security program 	<ul style="list-style-type: none"> • Adapt project requirements to local situations • Oversee distribution of project specific tasks to departmental liaisons • Provide direction and coordination to departmental liaisons • Monitor progress; follow up with departmental liaisons as necessary to complete project on schedule 	<ul style="list-style-type: none"> • Carry out information security related projects tasks • Monitor local compliance; engage divisional ISL as necessary to keep project on schedule
Communication	<ul style="list-style-type: none"> • Report overall progress and metrics to University Data Security Committee • Participate in divisional meetings with information security liaisons as needed • Provide University-wide communications material to divisional liaisons 	<ul style="list-style-type: none"> • Represent division on University Data Security Committee • Report progress and metrics to Chief Information Security Officers • Conduct monthly meetings with department ISLs • Keep Dean or division head informed of activities, progress • Distribute University-wide communications material to departmental liaisons 	<ul style="list-style-type: none"> • Attend meetings with Divisional Information Security Liaison • Distribute University-wide communication material to department members • Report to Divisional Information Security Liaison on progress, issues, risks, metrics, etc.

