

South Carolina Higher Education Tuition Grants Commission

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AGENCY SECURITY MEASURES UPDATE

Prepared for Commission Meeting

March 15, 2016

Since last June's Commission meeting, the agency has continued to work with the State's Division of Technology Operations to ensure compliance with a number of security requirements. All agency staff completed personal security awareness training in 2015, which will be an ongoing effort as training opportunities are updated and enhanced. Our goal is for each employee to successfully complete this training on an annual basis.

The agency has completed an internal policy document, which compiles all thirteen required Information Security policies into one master document. The next step in the process will be to compile the written procedures associated with these required policies. The agency has established an internal deadline of June 1, 2016, to have the policies and all associated procedures in place for review and approval by the Commission at the June 2016 Commission Meeting.

We would like to thank our partners in the financial aid offices at all 21 institutions, who have worked diligently to incorporate our enhanced security procedures into their own processes throughout the planning and implementation stages.