Education and Security Awareness Policy Guide

Overview

Stannp maintains a comprehensive security awareness and training program to ensure all employees understand their information security responsibilities and actively contribute to protecting customer data. Technical security controls alone cannot secure information—effective security requires the awareness and proactive support of all employees.

Comprehensive Training Program

All staff receive annual security awareness training covering information security policies and procedures, applicable US privacy laws including HIPAA and state regulations, recognizing and responding to security threats including phishing and social engineering, data handling and classification, incident reporting procedures, and authentication best practices. Training commences upon joining the organization and continues on a rolling basis to maintain awareness of current security issues and challenges.

Role-Specific Training

Beyond foundational awareness, employees with specific security responsibilities receive additional specialized training. Developers and system administrators receive training on secure coding practices, OWASP Top 10 security guidelines, and technical security controls. Information security, compliance, and operations personnel receive training on risk management, incident response, and security governance. All technical personnel receive specialized training appropriate to their roles, reflecting prior experience, qualifications, and job requirements.

Induction & Ongoing Development

Data protection training is provided upon induction with annual refreshers. Information security training is delivered during onboarding with annual updates covering evolving threats, new policies, and regulatory changes. HIPAA training is provided on induction for relevant personnel with annual updates. Regular communications keep employees informed of policy changes and emerging threats.

Diverse Delivery Methods

We deliver security awareness through multiple approaches to suit different learning preferences. Training courses provide focused, detailed instruction through classroom or online delivery. Workshops and case studies offer practical, interactive learning. Written materials including policies and guidelines provide reference resources. Our SharePoint site serves as the central repository for all security information, policies, and guidance materials accessible to all employees.

Stannp Inc.
250 Fillmore Street Suite
150 Denver 80206
www.stannp.com
1-888-321-2148

Threat Recognition & Response

Employees receive training on recognizing and responding to common security threats including phishing emails and social engineering tactics, malware and suspicious attachments, unauthorized access attempts, data security breaches and incident indicators, and physical security concerns. Training includes proper use of multi-factor authentication, protecting authentication devices, and recognizing credential phishing attempts. This addresses attacks targeting humans rather than technical systems.

Compliance & Accountability

All employees must familiarize themselves with Stannp's security policies, standards, and guidelines. Training ensures understanding of obligations under information security policies, HIPAA and state privacy laws, PCI-DSS requirements, and contractual obligations. Employees are personally accountable for complying with applicable policies, laws, and regulations. Training includes incident reporting procedures, escalation paths, and the importance of prompt reporting.

Tailored Content

Security awareness and training materials are tailored to suit intended audiences. Non-technical employees receive awareness content focused on their responsibilities without overwhelming technical detail. Technical staff receive detailed information necessary to implement security controls properly. Managers receive training on their responsibilities for staff security and incident response coordination.

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