

Draft Minutes PV

Meeting: Information Security Council – Meeting

Date & Time: Wednesday, September 23, 2020 (2:00 – 4:00 p.m.)

Location: VIRTUAL MEETING

CHAIR

Ron Deibert

ATTENDEES:

Luke Barber, Heidi Bohaker, Sam Chan, Rafael Eskenazi, Alán Aspuru-Guzik, Sian Meikle, Andrew Petersen, Zoran Piljevic, Leslie Shade, Isaac Straley (**Co-Chair**), Michael Stumm, Bo Wandschneider

BY INVITATION:

Sue McGlashan, Marden Paul, Alex Tichine, Mike Wiseman, Carrie Schmidt, Sue McGlashan, Marden Paul, Carrie Schmidt, Alex Tichine, Mike Wiseman, Erin Jackson (HR), Kristen Taylor (HR), Karina Villar (HR), Robin Wilcoxon (IS), Jin Fang (IS)

NOTE TAKER:

Andrea Eccleston

Item

Welcome, Approval of Agenda, Minutes and business arising:

The meeting of the ISC convened at 2:00 p.m. with Committee Chair Ron Deibert presiding. The Chair welcomed the ISC members and guests.

The Chair invited comments from the Council regarding the meeting agenda. No changes were tabled. The agenda was adopted without any further modifications.

Approval of Minutes of May 29, 2020 (Public and Full)/ Minutes of Special Session July 30, 2020 (Public and Full) (FOR APPROVAL)

The Chair asked members to review the public and full versions of the Minutes of May 29, 2020 and July 30, 2020 and provide feedback to Andrea E.

HR update:

The Chair welcomed Erin J and members of her HR Team in attendance.

Erin J provided an update to the concerns raised in the ISC's letter of August 12, 2020 to HR with respect to recruitment and retention, specifically as it relates to information security professionals.

In terms of the next steps it was noted that:

- HR would put together a plan once key positions have been reassessed along with the external benchmark information and recruitment information.
- HR would loop back to the ISC to provide a verbal summary of the findings and recommendations. In terms of timeline, the plan is to have this wrapped up in November.

Discussion Points:

The Council discussed the need to address this on a pan-University basis.

Committee Members and Chair Terms:

This portion of the meeting was chaired by Isaac S. He updated on two resignations from the ISC

noting that:

- Ron D will be stepping down as co-chair and as a member of the ISC at the end of the meeting. Isaac S extended thanks on behalf of the Council for his integral contribution, which was instrumental in bringing validity and this group together.

-In addition, Sam C has also resigned from the ISC as he has accepted an external position. Isaac S thanked him for his time and the invaluable contribution he has made to the security initiatives and the work of the ISC.

Mike W walked the Council through the ISC leadership recruitment process, noting that in particular, he would like the Council's feedback and approval on the process to replace the faculty co-chair position. He made reference to the pre-circulated guideline.

Discussion Points:

It was noted that the process is important as this is a formal group and we need some formality to it. There was also discussion of with respect to the terms of decision rules. A member suggested that it would be helpful to put a brief bio of candidates to provide some insight to help determine why candidate is qualified for the position. It was also suggested that there is the need to keep the skills matrix in mind. Members were also asked to put forward suggestions for the co-chair replacement to Ron D and Isaac S.

Action Item:

- **Isaac S to include the skill matrix in the document and distribute for review and side comments.**

Isaac S also updated that Mike W to provide more direct staff support to the Council and the Working Groups, more information to be provided at the next meeting.

CISO update (verbal):

Isaac S provided the following update on current information security initiatives noting the ISEA's new branding, "remote security matters", which will be launched at Cyber Security Awareness month in October. He highlighted the priority area of focus which include:

- Multi-Factor Authentication (MFA).
- Endpoint Protection and Response (EDR) -.
- Microsoft 365 Advance Threat Protection (APT)

Isaac S also updated on the following initiatives:

- High risk for COVID-19-related cyberthreats.
- CanSSOC, now entering a new phase of providing services which include some exciting initiatives nationally. Will either convene a special session or provide an update at a future ISC meeting.

Follow-up to remote instruction risks:

Isaac S also provided an update on the letter that faculty and ISC sent to the academic leadership noting that The Remote Instruction Risk Workgroup was constituted to provide guidance and recommendations to the Provost & Vice-President International in response to the ISC's concern. Also noted that he would be making some additional recommendations and would be requesting the ISC feedback.

Isaac S also updated that the University and the TAHSN hospitals have agreed to put together a working group. IT security. This will be chaired by UofT.

Information Risk Self-Assessment and Data Inventory

a. Information Security Self-Assessment plan

b. Integration of a Data Asset Inventory feature

Robin W provided an overview of the Digital Asset Inventory and Information Risk Self-Assessment (DAI-IRSA) objectives for 2020/21 noting that the Data Asset Inventory is a new module of the IRSA. She noted that the current focus is on engaging units and raising awareness with the inventory and assessment process. In addition, to delivering training and helping everyone involved in understanding the relationship between data asset, cyber security, and information risk.

Kiren H provided an overview of the Institutional Data Governance Program noting that in terms of role, the IRDT team provides a suite of reporting analytics services and have established an institution wide data governance program to strategically support the University in harnessing data to meet the institutional goal.

Robin W presented the following timeline for endorsement by the ISC:

- Divisional sign-off of the DAI-IRSA is scheduled for end of January 2021.
- By Spring 2021, the plan is to reach out to program participants to undertake a feedback process to inform improvement for the next cycle.
- End of April, plan is to produce an annual report to highlight achievements and opportunities for the next phase.

MOTION by Mike W: Move to endorse the proposed timeline outlined in the Digital Asset Inventory and Information Risk Self-Assessment program (DAI/IRDT). Seconded and passed without dissent.

Cyber-Security Awareness Month Activities

Carrie S provided the following update:

- ITS will host a tri-campus community Cyber Security Awareness Month (CSAM) in October. This will also be in partnership with the Ministry of Gov and Consumer services in order to leverage their resources.

The overarching theme is "information security matters" and each week will focus on a particular area and in terms of activities this will include the launch of Data Asset Inventory and Information Risk Self-Assessment (DAI-IRSA) program, as well as Coffee with the CISO event.

She extended an invitation to the ISC to get involved by sharing information with their respective team and colleagues. Sian M to include this in the Library staff newsletter.

Duo MFA Update and Demonstration

Jin Fang presented a demo of the MFA. She also walked the Council through the sign-up process. She asked the Council to encourage their staff and peers to enroll in the service.

Any other business - Ron D

None

Adjournment- Ron D

There being no further business to come before the Council, the meeting was adjourned at 3:52