

Appendix B – Example of security policy document

ICT SECURITY POLICY

OBJECTIVE

The objective of ICT security is to ensure business continuity and minimise business damage by preventing and minimising the impact of security incidents.

POLICY

The purpose of the Policy is to protect the institution's information assets from all threats, whether internal or external, deliberate or accidental.

It is the Policy of 'Institution' to ensure that:

- Information will be protected against unauthorised access.
- Confidentiality of information will be assured.
- Integrity of information will be maintained.
- Regulatory and legislative requirements will be met.
- Business continuity plans will be produced, maintained and tested.
- ICT security training will be available to all staff.

All breaches of ICT security, actual or suspected, will be reported to, and investigated by the 'ICT security manager'.

Standards and Procedures will be formulated to support the policy, which will include:

- Security Operating Procedures
- Data back-up Procedures
- Asset classification and control.
- Physical and environmental security.
- Systems development and maintenance.
- Staff/pupil compliance
- Acceptable use

The 'ICT security manager' has direct responsibility for maintaining the Policy Standards and Procedures and providing advice and on their implementation.

It is the responsibility of each member of staff to adhere to the Policy, Standards and Procedures.

Signed

Date

Head Teacher/'ICT Security Manager'
'Institution'