Information Security Assurance

Course Description

This course will introduce you to the idea of Information Security, your responsibilities for keeping information secure, how you can do this and where to find further information and advice.

Accreditation and Approval

- Solicitors Regulation Authority (SRA)

Course Duration

This course is divided into the following modules and will take approximately 1 hour 50 minutes to complete:

- Welcome and Introduction
- What is Information Security?
- Your Information Security Responsibilities
- Everyday security threats and what you should do about them
- Access Control
- Handling Information

Overview of Content

- The importance of understanding Information Security
- Individual responsibility for Information Security
- Study the main aspects of Information Security Management
- See how to classify information from a security perspective
- Study the Information Security Triad and learn how the 3 aspects of Information Security apply to different types of information
- Study the different forms that information may take
- Look at how you can approach managing Information Security
- The roles our staff have and how they put Information Security measures in place;
- The responsibilities of each role and the types of risks each role has to deal with; and
- Consequences for people and organisations who do not meet their Information Security responsibilities.
- When you should and should not use IT equipment at work
- The risks all users face when using information or information systems
- The importance of being aware of these risks

To find out more, contact our sales team at: enquiries@delta-net.co.uk

- How to protect yourself against these risks and keep information secure
- The need for passwords, and what they are used for
- Good and bad practice in relation to how passwords are used
- The need for other types of access control, including door codes and ID cards
- What information handling is and when good information handling should be applied
- Your own responsibilities, and your team's responsibilities, for information handling
- The sensitivity of information and the appropriate level of security you should apply to it
- General 'do's' and 'don'ts' when handling different types of information

Assessment

There will be a section at the end of each module with short multiple choice questions to test your knowledge. A pass mark of 80% is required to successfully complete the course.

Who is it for?

This course is suitable for all employees, including subcontractors and external partners.

To find out more, contact our sales team at: enquiries@delta-net.co.uk

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