



CORPORATE SERVICES

POLICY DOCUMENT

Information Security Policy (INTERIM)

Owner:	Director of Corporate Services
Author:	R Gillies / A Philip
Version Number:	2
Version Date:	31/10/2017
Current Published Version Approved by:	-
Equality Impact Assessment Number:	EqIA-
Review Date:	3 Years from Date of Publication

Information Security Policy (INTERIM)

Contents

Section Title	Page
Introduction	3
Policy Statement	3
Scope of the Policy	3
Equality Impact Assessment	4
Principles	4
Responsibilities	5
Sacro Policy, Procedure, Practice and Guidance	5
Monitoring and Review of Policy	5
Appendix A: Specific Issues and Security Controls	6
Appendix B: Cyber Essentials	

Information Security Policy

Introduction

The purpose of this policy is to protect Sacro from information security problems that might have an adverse effect on its operations, business and reputation.

Sacro relies on the right information being available at the right time, to the right people in order to provide the support service users depend on to achieve the outcomes they need. Sacro also has a legal duty to manage personal and personal sensitive information in accordance with the Data Protection Act 1998, the General Data Protection Regulation 2016 and other regulatory and legislative requirements.

Security problems or failure to comply with the Information Security Policy could harm the ability of Sacro to achieve its aims and security objectives, and could damage the professional reputation of the business.

Policy Statement

Sacro is committed to fulfilling its responsibilities with regard to good corporate governance and will act, in good faith, to promote the success of the organisation and demonstrate its commitment to meeting its legal obligations whilst respecting privacy, rights and freedoms under the Data Protection Act, 1998 and related legislation.

Information is vital to Sacro and without it virtually all operations would cease. The ability to receive, develop, analyse and publish information responsibly enables Sacro to maintain and improve its reputation and ensure that business goals are met.

Information may exist in many forms: it may be printed or written on paper, stored electronically, transmitted by post or using electronic means, or spoken in conversation. Information should always be appropriately protected, whatever form it takes, or means by which it is shared or stored.

Sacro will endeavour to do all it can to protect its information assets in ways that are appropriate and effective. This will help it to fulfil its responsibilities to regulators, to the Board, to staff and service users.

Scope of the Policy

This policy applies to all Sacro staff, whether permanent or temporary, volunteers, Board members, contractors and any other person who uses Sacro's facilities and information. The policy uses the term "Staff" to encompass all of these groups.

Security problems can include confidentiality (people obtaining or disclosing information inappropriately), integrity (information being altered or erroneously validated, whether deliberate or accidental) and availability (information not being available when it is required).

A wide definition of security will be used to include all types of incident that pose a threat to the effective use of information. This includes performance, consistency, reliability, accuracy and timeliness.

Equality Impact Assessment

In accordance with the Equality Act 2010, Sacro aims to design and implement policies and procedures that meet the diverse needs of our services and workforce, and seeks to ensure that no person is placed at a disadvantage to any other person.

In accordance with Sacro's Equality Impact Assessment (EqIA) policy and procedures, this document has been assessed for its impact upon equality, and reflects the findings of anything identified by the EqIA procedure.

Principles

Sacro will:

- Use all reasonable, appropriate, practical and effective security measures to protect its important processes and assets in order to achieve the security objective.
- Utilise BS7799: Code of Practice for Information Security Management; as a framework for guiding the approach to managing security.
- Continually review security measures so that the ways in which the business is protected improve.
- Protect and manage information assets to meet contractual, legislative, privacy and ethical responsibilities.

Information Assets include (not an exhaustive list):

- Documents (handwritten, typed and annotated copies)
- Reports
- Electronic mail messages
- Diary (e.g. Outlook calendar and desk diaries)
- Computer files (case management records, word documents, excel spreadsheets, presentations)
- Fax messages
- Intranet and Internet Web pages

Responsibilities

Sacro has a responsibility to make sure that the information assets and infrastructure of Sacro are protected.

All staff and sub-contractors are obliged to comply with this and will, at all times, act in a responsible, professional and security-aware way, maintaining an awareness of and conformance to this Policy. Everyone will respect the information assets of third parties whether or not such protection is required contractually, legally or ethically.

All members of staff and sub-contractors are responsible for identifying security shortfalls in existing security practices and/or improvements that could be made. These should be reported to a Line Manager.

All staff who have supervisory responsibility are required to actively promote best practice amongst their supervised staff.

The Chief Executive has ultimate responsibility for ensuring that information within Sacro is adequately protected. The responsibility for approving and reviewing access rights to information will be delegated to the Director of Corporate Services.

Sacro Policy, Procedure, Practice and Guidance

The following documents must be read and complied with by all Sacro users of personal information:

- Records Retention Schedule
- Case File Management and Recording Practice in Criminal Justice Services Policy and Practice Guidance
- Data Protection Policy and Procedure
- Data Subject Access Procedure
- Open Access Policy and Procedures
- Privacy Notice
- The Use of Social Media Websites for Business Purposes / Personal Purposes
- Fraud Prevention Policy
- IT Policy and Procedures
- Records Management Policy
- The Protection of Vulnerable Groups Scheme Policy
- Termination of Employment Procedures
- Whistleblowing Policy

Monitoring and Review of Policy

The Information Security Policy will be reviewed annually by the Director of Corporate Services, and amendments to the Policy approved by the Board, on recommendation from the Audit Committee.

The Corporate Management Team is responsible for ensuring staff understand and comply with the measures that are in place to support the implementation of the Information Security Policy.

Appendix A – Specific Issues and Security Controls

All information (including third party information) will be protected by security controls and handling procedures appropriate to its sensitivity and criticality.

Risk Management

The Security Group will identify security risks and their relative priorities, responding to them promptly and implementing safeguards that are appropriate, effective, culturally acceptable and practical.

Access Control

Access to the Sacro IT systems listed in the information asset register is controlled by the use of User IDs and passwords. All User IDs and passwords are to be uniquely assigned to named individuals and consequently, individuals are accountable for all actions on the Sacro IT systems. Users will be given access to Sacro systems only to the extent necessary for them to carry out their role and are expected to work within the limits of their authorisation or specific business need to interrogate a system or data. Authorisation levels will be reviewed on a regular basis.

Individuals must not:

- Allow anyone else to use their user ID or password.
- Leave their user accounts logged in at an unattended and unlocked computer.
- Use someone else's user ID and password to access Sacro IT systems.
- Leave their password unprotected (for example writing it down).
- Perform any unauthorised changes to Sacro IT systems, settings or information.
- Attempt to access data that they are not authorised to use or access.
- Connect any non Sacro authorised device to the Sacro network or IT systems.
- Store Sacro data on any non-authorised equipment.
- Give or transfer Sacro data or software to any person or organisation outside Sacro without the authority of the Chief Executive

Line managers must ensure that individuals are given clear direction on the extent and limits of their authority with regard to IT systems and data.

Business Continuity

Sacro have plans to ensure that its activities can continue with minimal disruption, or other adverse impact, should it suffer any form of disruption or security incident. IT systems have been designed to be resilient and available to match the needs of Sacro and are backed up to ensure against data loss or corruption. Sacro backups are stored offsite and the retention periods for backups are determined by the needs of Sacro and consideration of legislative requirements. The backup arrangements are detailed in the contract with external supplier for cloud services.

Monitoring and filtering

All data that is created and stored on Sacro systems is the property of Sacro and there is no official provision for individual data privacy, however wherever possible Sacro will avoid opening personal emails. IT system logging will take place where appropriate, and investigations will be commenced where reasonable suspicion exists of a breach of this or any other policy.

Sacro has the right (under certain conditions) to monitor activity on its systems, including telephones, internet and email use, in order to ensure systems security and effective operation, and to protect against misuse. Any monitoring will be carried out in accordance with audited, controlled internal processes, the UK Data Protection Act 1998, the Regulation of Investigatory Powers Act 2000 and the Telecommunications (Lawful Business Practice Interception of Communications) Regulations 2000.

Personnel security

All staff and sub-contractors will be responsible for their actions with regard to information security. All Sacro equipment and data, for example laptops and mobile devices including telephones, smartphones, USB memory devices and CDs/DVDs, must be returned to Sacro at termination of contract. All data or intellectual property developed or gained during the period of employment remains the property of and must not be retained beyond termination or reused for any other purpose. The IT Manager will ensure that the user accounts are removed when they are no longer required.

Physical security

Computer/Mobile Device and Data Theft

If computers, tablets and smartphones are not suitably physically protected, it will make it easier for criminals to not only steal the devices themselves, but to access and/or steal the data contained on them. They will also be open for infection with various kinds of malware—without the criminal needing online access. In spite of the sophisticated online methods now used by criminals, it is still easier to access systems and data by physically doing so on the premises, or taking devices.

If the offices of Sacro, home offices or other sites where computer equipment is kept are not adequately secured, the way is left open for criminals to gain access by breaking in.

Criminals also often masquerade as suppliers – for example an IT engineer or utility company representative. It does not take long for criminals to achieve their objectives once staff have been tricked or distracted.

Physical Damage

Like everything else in Sacro, computing and communications devices and infrastructures are vulnerable to damage from fire, flood and accidental damage. Sacro have taken precautions to protect them against such eventualities and have a business continuity plan in place (see above). All Sacro data is backed up offsite.

Keep devices safe:

- Keep doors and windows locked.
- Keep sensitive hard copy records locked away if possible.
- Make use of an intruder alarm if one is installed in the office.
- Ensure that a fire extinguisher suitable for use with electrical equipment is near the computer.
- Keep food and drink away from computer equipment.
- Ensure that if the device or storage media is no longer required it is returned to the IT Department for secure disposal.

Visitors to Sacro

Be vigilant about granting access to any visitors, and escort them where appropriate. Restrict access to sensitive areas, such as server rooms. Staff are encouraged to challenge unescorted strangers. Ensure visitors sign in.

Additional advice for laptop, tablet & smartphone users

All mobile devices and portable storage media should be encrypted.

Staff should keep mobile devices with them at all times. When unattended – for example in a hotel room or meeting room – they should keep them hidden or physically locked away. They should also be carried in hand baggage on an aircraft or coach.

Laptops, tablets and smartphones should never be left on a vehicle seat. Even when the driver is in the vehicle, their device could be vulnerable when stationary (for example, whilst parking or at traffic lights).

Employees with tablets and smartphones should do their best not to have them on display when out and about owing to the increasing trend of snatch robberies, sometimes involving physical violence.

Use padded bags to carry laptops and, where feasible, tablets. Many laptops are broken simply by dropping them.

Hard copy records

Use lockable filing cabinets.

Have a 'clear-desk' policy and lock up sensitive papers when not working on them.

Pick up documents from printers, faxes, photocopiers and multi-functional devices promptly. Where available, use the secure print feature.

Ensure that records that do not need to be retained (in line with the Sacro retention policy) are disposed of securely.

If hard copies must be taken out of Sacro buildings record their removal and return, keep them in a secure folder and keep them secure at all times.

Stolen or lost equipment

Staff should notify the IT Manager at the very earliest opportunity that they become aware, that any item of Sacro mobile equipment such as phones and laptops, are lost or stolen.

The IT Manager or other Sacro IT staff will ensure that the relevant user account password is changed immediately on receipt of such a theft or loss report.

Staff should notify the Police (or if the theft or loss has occurred on a train, the British Transport Police) and obtain a crime or loss reference number for tracking and insurance purposes. This should be forwarded to the IT Manager as soon as possible.

Internet and Email

Sacro internet and email is intended for business use only. Personal use is permitted where such use does not affect the individual's business performance, is not detrimental to Sacro in any way, not in breach of any term and condition of employment and does not place the individual or Sacro in breach of statutory or other legal obligations.

All individuals are accountable for their actions on the internet and email systems.

Individuals must not:

- Use the internet or email for the purposes of harassment or abuse.
- Use profanity, obscenities, or derogatory remarks in communications.
- Access, download, send or receive any data (including images), which Sacro considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.
- Use the internet or email to make personal gains or conduct a personal business.
- Use the internet or email to gamble.
- Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.
- Place any information on the Internet that relates to Sacro, alter any information about it, or express any opinion about Sacro, unless they are specifically authorised.
- Send unprotected sensitive or confidential information externally.
- Forward Sacro email to personal email accounts.
- Make official commitments through the internet or email on behalf of unless authorised so.
- Download copyrighted material such as music media (MP3) files, film and video files (not an exhaustive list) without approval.
- In any way infringe any copyright, database rights, trademarks or other intellectual property.
- Download any software from the internet without prior approval of the IT Department.
- Connect Sacro devices to the internet using non-standard connections.

Sacro Intranet

In addition to the guidance above, the following applies to all staff in respect of the use of Sacro's intranet:

- It is the responsibility of all users to check the Sacro intranet on a regular basis for information that may be relevant to their work.
- All users must keep both their username and their password secure, and must not let anyone else use them.
- All users must ensure that the content of the intranet is kept confidential and secure, and must not externally distribute information from the intranet in any format (e.g. in an email) without prior permission.
- Users should notify the IT Manager in respect of any issues or problems that are encountered when using the intranet.
- All users must log off from the intranet when they have finished using it.

Telephone Use

All Sacro telephone systems

Staff are permitted to use Sacro telephones for personal calls on an occasional basis, and are similarly allowed to receive occasional personal calls. As a guide, "occasional use" in this context means making or receiving no more than one brief personal call per day, although where significant personal issues arise and a member of staff has no other appropriate means of communication available to them, extended use can be accommodated.

Telephone use may be monitored and excessive use of a Sacro telephone for personal calls may result in this privilege being withdrawn.

Calls to mobile, fixed tariff and premium rate numbers should be kept to a minimum and less expensive alternatives used where available.

Additional guidance in respect of Sacro mobile telephones

For certain roles in Sacro a mobile telephone is provided and as with all Sacro telephones, a mobile phone is to be used for business purposes only.

A mobile phone will remain the property of Sacro and as such all communication via the phone is regarded as business communication. Any personal communication to the phone (verbal or text message) is to Sacro equipment and could be received by persons other than the holder and as a consequence, confidentiality and/or privacy should not be expected.

As with all items of Sacro property or equipment, the holder is responsible for the safekeeping of a mobile phone and it should be kept secure at all times. Do not leave a mobile phone in view in an unattended vehicle.

Do not attempt to add any additional apps to a Sacro mobile telephone without consulting the IT Manager. This includes installing a different operating system to the pre-installed operating system. Do not update the phone's operating system, even from official sources.

Remote working

Sacro operates a Virtual Private Network (VPN) and when a remote machine is part of the VPN it effectively creates a new frontier between the secure Sacro network and the internet. The remote machine now offers a direct route into the Sacro network and all of this policy continues to apply.

If the user is using their own computer, network connection, operating system or software, none of this is controlled by Sacro. The user may be sharing the machine with a number of other users, some of which might not be employed by Sacro. Perhaps the same PC is used to manage corporate documents, as well as material inappropriate for Sacro.

The remote machines must themselves be secured from abuse. Any user accessing the Sacro VPN must ensure with their own computer has a currently supported operating system, up to date antivirus software, firewall(s) active and all system patches, updates and service packs are installed.

In order to facilitate remote working, Sacro provides video conferencing facilities at certain locations. Users should note that this does not offer a secure means of communication and the equipment should be fully switched off when not in use.

Incident response

Actual or suspected security incidents, including loss of any device containing data or a suspected virus or malware attack, will be reported promptly to the Security Group, who will manage the incident. Following recovery from and closure of such incidents, a formal review will take place in order to assess the root cause, identify technical weaknesses or human error, determine the extent of business impact and implement correct action to minimise the risk of similar incidents reoccurring.

Appendix B: Cyber Essentials

The Cyber Essentials framework provides guidance to organisations on the minimum controls that need to be implemented to address the cyber related threats posed and reduce the risk of a breach of the Data Protection Act 1998 and related legislation. This includes controls relating to the five core areas. These core areas and our policy towards them are shown below.

Boundary Firewalls and Internet Gateways

Sacro will:

- install Firewalls or similar devices at the boundaries of the business network
- change all default usernames/passwords on all boundary firewalls (or similar devices) to a strong password
- subject, and document, all open ports and services on each firewall (or similar device) to a justification and approval by an appropriately qualified and authorised business representative
- remove or disable in a timely manner, all firewall rules that are no longer required, and adhere to ongoing monitoring of this
- disable or block by default at the boundary firewalls all commonly attacked and vulnerable services (such as Server Message Block (SMB) NetBIOSm tftp, RPC, rlogin, rsh, rexec)
- disable any remote administrative interface on all firewall (or similar) devices
- where there is no requirement for a system to have Internet access, a Default Deny policy is in effect, applied correctly, preventing the system from making connections to the Internet

Secure Configuration

Sacro will:

- delete or disable all unnecessary or default user accounts
- ensure that all accounts have passwords, and that any default passwords have been changed to strong passwords
- remove or disable all unnecessary software, including OS utilities, services and applications
- disable Auto Run (or similar service) for all media types and network file shares
- install a host based firewall on all desktop PCs or laptops, configured to block unapproved connections by default
- use a standard build image to configure new workstations, including the policies and controls and software required to protect the workstation, and keep this image up to date with corporate policies
- have a backup policy in place, with backups regularly taken to protect against threats such as ransomware
- maintain security and event logs on servers, workstations and laptops

Access Control

Sacro will:

- install malware protection software on all computers capable of connecting outside of our network
- require user account requests to be subject to proper justification, provisioning and an approvals process, and assigned to named individuals
- require users to authenticate with a unique username and strong password before being granted access to computers and applications
- require user accounts to be removed or disabled when no longer required
- restrict to a limited number of authorised users those with elevated or special access privileges, such as system administrator accounts
- document and review quarterly the list of special access privileges
- restrict all administrative accounts to perform administrator activity, with no Internet or external email permissions
- have a password policy enforce changing administrator passwords at least every 60 days to a complex password

Malware Protection

Sacro will:

- install malware protection software on all computers capable of connecting outside of our network
- require all malware protection software to have all engine updates applied – this must be applied rigorously
- have all malware signature files kept up to date (through automatic updates or through centrally managed deployment)
- have malware protection configured for on access scanning, including downloading or opening files, opening folders on removable or remote storage, and web page scanning.
- have malware protection software configured to run regular (at least daily) scans
- prevent users from running executable code or programs from any media to which they also have write access
- prevent users from accessing known malicious web sites by our malware protection software through a blacklisting function

Patch Management

It is Sacro policy to:

- only install licensed and supported software on computers and network devices
- apply software security patches within 14 days of release
- isolate, disable or remove all legacy or unsupported software from devices
- require all mobile devices (including, where authorised, any Bring Your Own Device (BYOD) to be kept up to date with vendor updates and application patches