



SBL offers training, consultancy and services to meet all your IT and IA needs...

## Securing your Information: a Security Fundamentals Course

The security of information, a key business asset, is now recognised as a vital business process, which if not understood and managed correctly and efficiently will impact upon the ability of a business to trade. This course has been designed to help delegates understand the absolute fundamentals...

### Course Content Overview

- The Need for IT Security
- Meeting the Need for IT Security
- Threats to IT Systems
- Threats from People
- IT Risk Analysis
- Legal Framework
- Security Standards and Procedures
- Principles of Conduct
- Counter Measures
- Issues relating to the Internet and Intranet
- Contingency Planning (including loss and compromise procedures)
- Analysis and Post Incident Reviews
- Basic Security Dos and Don'ts

### Details

**Course:** Securing your Information: a Security Fundamentals Course

**Duration:** 1 Day

**Cost:** £400 per delegate

**Location:** SBL, York or customer site. Contact us on 01347 812100 to discuss holding a training course at your site.

Please note that all of our training courses can be tailored to meet your specific needs - to discuss further contact us on 01347 812100.

### How to Book

To book a place on this course, or for further information, simply email us on [training@softbox.co.uk](mailto:training@softbox.co.uk) or phone **01347 812100**.

This one-day overview course has been developed by SBL based upon guidelines issued by the CBI in conjunction with the BCS.

Delivered by experienced Security Consultants, this course encompasses changing British and International standards.

It will provide you with a clear understanding of the principles behind information security - the threats, the risks and the solutions. The knowledge you acquire will allow you to focus resource on the critical areas in the fight to secure your information.



For more information on this or any of our courses, talk to your SBL account manager or contact us on  
**Tel: 01347 812100** **Email: [training@softbox.co.uk](mailto:training@softbox.co.uk)**



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# Securing your Information: a Security Fundamentals Course

## Agenda

### General Introduction - Course Instructor

Who and what are SBL?

### The Need for IT Security?

IT security as part of overall company security policy  
Confidentiality, integrity and availability  
Losses due to a lack of security  
Computer crime  
The changing IT environment

### Meeting the Need

Starting point  
Writing a Security Policy  
Roles and responsibilities  
Management and security administration

### IT System Threats

The types and the sources of threat  
The types of vulnerability - computer and communication

### IT Risk Analysis

Strategic and tactical risk assessment  
The role of management  
Impact on business  
Cost of IT security vs cost of potential losses

### Legal Framework

Legal jurisdiction for national/international commerce  
Civil and criminal legal structures  
UK Data Protection Act 1998  
UK Computer Misuse Act 1990  
Freedom of Information Act 2000  
Record keeping requirement  
Human Rights Act 1998

### Principles of Conduct

Codes of conduct  
Rights and responsibilities of people  
Employment issues  
Ethical considerations

### Security Standards and Procedures

Security standards  
ISO27001  
Evaluation criteria  
Orange book  
ITSec  
Common Criteria  
FIPS  
CAPS  
Certification  
Procedures  
Products/services  
People  
Certification bodies

### Counter Measures

Technical counter measures  
Procedural counter measures  
Personnel counter measures  
Physical counter measures

### Internet and Intranet Issues

CIA - NR & A  
Internet and intranet considerations  
Securing internet and intranet connections

### Business Continuity Management

Business continuity management and process  
Business continuity and impact analysis  
Writing and implementing continuity plans  
Business continuity planning framework  
Testing, maintaining and reassessing the plans

### Analysis and Post Incident Reviews

Responding to security incidents and malfunctions  
Reporting security incidents and weaknesses  
Reporting software malfunctions  
Learning from incidents  
Disciplinary process

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