

COURSE OVERVIEW

Information Security

TICDS-112



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Information is the lifeblood of every business and must be protected accordingly. It exists in many forms and formats, with varying levels of sensitivity and classification. Information Security is the practice of defending this data from unauthorised access, use, disclosure, disruption, or destruction.

Regardless of how information is conveyed (digitally, verbally, or in print), there is both a legal and ethical duty to handle it responsibly and follow established procedures.

This course provides essential awareness for employees, managers, and directors, helping them understand the importance of safeguarding information and the risks posed by poor security practices.

Module 1: Information Security

No matter the format or channel, it's essential to stay alert to the sensitivity of information and follow the correct procedures to ensure it's handled securely and responsibly.

- Why information security is important
- How information security is implemented
- The rules of disclosure of information
- Communication
- The eight principles of Data Protection

Module 2: Security Measures

Regular risk assessments are crucial for continually strengthening information security controls and procedures. However, it's the responsibility of every individual to understand the sensitivity of the information they handle.

- The classification of data
- Computer-related security issues
- Operating a backup procedure
- Managing mobile security
- Responsibilities
- Risk assessments

Suitable for:

All employees who handle, access, or manage personal data primarily in roles where data protection is critical to legal compliance and public trust.

Skills achieved:

- Data Security (Basic)
- Information Security (Intermediate)
- Data Protection (Intermediate)

Related Resources:

- Information Security Breach Assessment
- Data Policy Agreement Checklist
- Information, Data and Cyber Security Incident

Benefits:

The Delegate will receive a Total Quality Assured (TQA) certificate of achievement upon successful completion.

Estimated Time:

60 Minutes

Related Courses:

- Essentials of GDPR
- Personal Identifiable Information
- Safe File Sharing
- Are you the target?
- Data Protection
- Protecting Information