Protecting Information

TICDS-111

Information is the lifeblood of every business and must be valued and protected accordingly. Without a clear understanding of information security practices and adherence to relevant procedures, organisations become vulnerable to breaches and criminal attempts to access sensitive data. Information Security is the discipline of safeguarding data from unauthorised access, use, disclosure, disruption, or destruction.

This course equips employees, managers, and directors with essential awareness of information security risks and the practical steps needed to protect organisational assets.

Module 1: Essentials of Protecting Information

Information security is the discipline of protecting data, whether digital or physical, from unauthorised access.

- Security Procedures
- Managing Passwords
- Physical Security
- Confidential waste
- Use of mobile storage and external media

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.

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

Skills achieved:
- Data Security (Basic)
- Information Security (Basic)

Estimated Time:
25 Minutes

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

Related Courses:
- Essentials of GDPR
- Personal Identifiable Information
- Safe File Sharing
- Data Protection
- Information Security Measures
- Information Security