

COURSE OVERVIEW

Essentials of Protecting Information

TICDS-111



2FA



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: Why Information Governance Matters

Information is essential and often sensitive; it must be managed and protected properly.

- The laws that govern information
- What information is and why it matters
- The information lifecycle
- Roles and Responsibilities

Module 2: Essentials of Protecting Information

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

- Classification schemes
- Metadata
- Records vs general documents
- Retention and disposition basics

Module 3: Protecting Information

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

- Data Privacy Fundamentals
- Access controls and least privilege
- Security basics
- Physical Security
- Incident and breach reporting and audits

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:

- Information Security (Basic)

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:

30 Minutes

Related Courses:

- Essentials of GDPR UK
- Essentials of GDPR EU
- Personal Identifiable Information
- Safe File Sharing
- Data Protection
- Cyber Security
- Are you the target?