UIS Information Management

Information Management

Why is this work important

- **Highly publicised global events**, ongoing.

- **Threats are evolving**; information is being published on a daily basis on the latest new threats identified.

- **Potential consequences are increasing** as we become more reliant on information systems.

- **Expectations** of government and research funding bodies are increasing
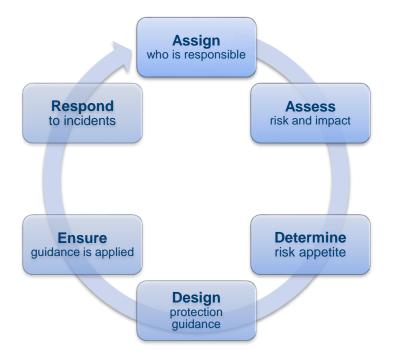
Principles

- **Define 'what' not 'how'**. The IM function will clarify what needs to be done to meet all the requirements of law, regulation, statutes and ordinances and good practice. It will not dictate local practice but will offer guidance, assistance, clarification and advice for proportionate local implementation.

- **Encourage local ownership.** By raising awareness of responsibilities at institutional level and providing tools and resources we can encourage propagation of best practice at source and embed practices.

- **Agree proportionate targets**. It is recognised that not all organisations are resourced equally; expectations need to be based on ability to react as well as the risk exposure.

- **Use a whole organisation approach** to allow transferability of local methodology, modelling and lessons learnt.

- **Enable** different working practices and approaches to preserve academic freedom and sharing of information.

Where are we now?

- The approach we are proposing follows the outline below:

Assign
who is responsible

Assess
risk and impact

Determine
risk appetite

Design
protection
guidance

Ensure
guidance is applied

Respond
to incidents

Goals

- To provide a Information Management resource site online

- To provide educational courses, and establish an 'IM Champions' Network

- To provide policy documents, that do not override or impede College rules and regulations, or on Academic freedom

- IM Newsletter to keep people informed of latest developments

- Customised presentations to students, staff, researchers, and UIS staff, in an engaging way

Challenges

- Must Maintain our Unique attributes

    - College Freedom

    - Support for All

- IM only works if everyone plays their part

- IM needs to be in everyone's mind

    - No one will be upset if people are over cautious.

    - The Alternative, however….

- At work, and at home

- We need to work together, to achieve the goal

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CAMBRIDGE

Challenges…. And solutions

- We can do it

  - Education & Support is key to the success

  - Enforcement and Centralisation will not work

- We must provide a baseline, to maintain compliance, and our contractual obligations

- Provide Support, Guidance, Health Checks, and simple guides.

  - For Example: Step by Step 'Breach Procedure'

  - Guidelines for Information Handling, Security, and User guidelines

  - Must be understood by all, and not in 'legalese'

Plan for UIS IM

Phase One

- Baseline UIS IM Information & Education
- Completed on IM Introduction Brief to UIS

Phase Two

- IM Newsletter and Resource Site Launch (Basic Level)
- Completed 17th July 2015

Phase Three

- Security Awareness Campaign Launch
- Policy Documents (Review)
- Completed Oct (TBC)

Phase Four

- IM Support Network & Workgroup Firmly Established
- COP September/October

Phase Five

- Six Month Review, Lesson's Learnt, & New Six Month Plan
- IM Organisation Established
- Completed COP December

IM Champions Network

- To establish a network of people that are keen to educate, advise and preach "Communications Security"

- To provide them with the resources they need

- To help provide the IM culture, and bring security for the forefront, but never at the detriment of Academic Freedom.

- IM Newsletters and Memo's to keep them informed

Security Awareness Campaign

- The new world of Social Media, Forums, Electronic Mail, Instant Messaging has presented new challenges.

  - Information Compromise & Establishment Reputations can be made and destroyed in Social Media

  - Can your posts be used against you?

- Working at home? Security on Laptops? Mobile Phones? Tablets? USB's?

- Personal Security – Bank details? Personal data? Blackmail?

Policy Documentation

- UIS IM propose to make an Information Handling & Security Policy

  - College Policy overrides UIS IM Policy

  - Policies should be compatible

  - Reflect real working practices

  - Backed up with Roadshows and Education

  - Resources, Posters, and online promotional material

- Part of the wider objective, to encourage local ownership

Summary

- We are here to help - not here just to create rules

- Approachable – If something isn't right or doesn't work, tell us.

- Our Six Month Plan

- Where do we go from here?

  - University Administration

  - Colleges & Departments