



**Protecting company data is not just about technology
it's also about people and culture**

- Almost one in five businesses has unwittingly breached the Data Protection Act (DPA) at least once.
- 65% of businesses provide no data protection training for their staff.
- Nearly half of those surveyed admit that there is no one in their business with specific responsibility for data protection.
- 5% of businesses are not confident that their data sharing practices conform to the DPA and worryingly, almost 5% of these frequently share data regardless.
- 18% of businesses said that data protection is less of a priority in the current economic climate.

This survey was conducted on behalf of BSI by Opinion Matters/ Tickbox.net between 11/05/2009 and 18/05/2009 amongst a nationally representative sample of 516 senior decision makers in SMEs.

With information security breaches regularly making headline news, an organisation's hard earned reputation can be destroyed overnight. The very real threat of negative publicity combined with the legal requirement to follow the Data Protection Act, should now make information security a clearly defined business risk and a key focus for all senior managers.

In BSI's experience though, this is often not the case. Over the course of last year BSI has undertaken over 46,000 customer visits, only to find that in many of the organisations visited, a basic appreciation of information security management remains lacking.

In response to this issue BSI continues to work with industry and government to develop a series of standards and targeted training courses. These initiatives are designed help and guide UK businesses regardless of their size and sector developing and implement effective information security management activities.

Two standards which help organisations achieve this are ISO 27001 (information security management) and BS 10012 (data protection). These standards are supported by respective training courses to help organisations understand the risks associated with information security breaches.

“Data protection could refer to the transfer of information to a third party, failure to hold information securely or simply the neglect of legal obligations,” explains Mike Bailey, Director for BSI Training. “Employees need to consider the risks when they make a phone call or open their laptop on the train; do they really know that the person sat next to them is not a competitor? The security of sensitive company data must be at the top of every business agenda; particularly in the current climate where measures such as management system standards, can be put in place to minimise the risks”.

Loss of data is one of the biggest threats facing modern organisations today but Bailey believes that there are a number of positive steps that an organisation can take to minimise the risk against data security breaches.

- **Update security policies** – businesses must take this seriously and ensure that any security policies are up-to-date and in line with current business requirements and that they comply with any relevant laws and regulations.
- **Review HR security** – taking into account the security of the HR department is crucial in ensuring that all staff, both during employment and after termination, are part of the information security process.
- **Look at the physical security of your environment** – buildings, locations and equipment should all be adequately secured in a way to prevent unauthorised access, damage and interference.
- **Review communications and operations management** – important company information must be treated properly, backed up correctly and handled securely to the highest standards.
- **Create an access control policy** – access to sensitive information should be controlled carefully to prevent unauthorised access, possible damage and theft.

- **Management of information security incidents** – this will ensure that data security events and weaknesses are communicated consistently in a manner that will allow corrective action to be taken as quickly as possible.
- **Business continuity management** – This area will cover all business activities and will aim to protect critical business processes from the effects of major failures of information systems or disasters.
- **Make sure you are compliant** – this will ensure that there is compliance without adverse affects on information security and will help to avoid any breaches of law, regulation or contractual obligations.
- **Train your people** - ensuring that employees are properly trained in areas such as information security management is vital if organisations are to successfully reduce risk and implement change.

“Once all of these areas have been identified and actioned it is important for businesses to manage any threats against these areas, for example, locking filing cabinets after use, backing up data or reviewing access control policies. Producing a framework for continual improvement is essential to ensure that any changes in business practices do not affect the ongoing security improvement programme,” concludes Bailey.

-ENDS-

Notes to editors:

BSI Training offers a range of courses ranging from the data protection act and information security to freedom of information. For more information on these courses, please contact 0845 086 9000.

About BSI Training

BSI Training is the leading supplier of training courses with unrivalled experience in business improvement training and in standards based management systems. The company provides training to organisations of all sizes and across all business sectors.

BSI Training provides training and information on standards in many management disciplines including: Structured Problem Solving, Statistical process Control, FMEA and Lean The BSI Training

portfolio also includes a comprehensive range of business improvement training solutions, management development courses and standards based training.

Training is delivered via a variety of options including eLearning modules, distance learning, in-company training and open courses, along with individually tailored training solutions which can be moulded around an organisation's requirements.

Choosing BSI demonstrates to customers, competitors, suppliers, staff and investors that an organisation uses industry-respected best practices wherever possible.

BSI Training is part of the **BSI Group**, a global independent business services organisation that inspires confidence and delivers assurance to customers with standards-based solutions. Originating as the world's first national standards body, the group has over 2,250 staff in more than 50 global offices. The group's key offerings are:

- Development and sale of private, national and international standards and supporting information
- Second and third-party management systems assessment and certification
- Product testing and certification of services and products
- Performance management software solutions
- Training services in support of standards implementation and business best practice

For further information please visit: www.bsigroup.co.uk

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