

**Information Security**  
**Management Toolkit Download**









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### The Information Security Management Toolkit

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This toolkit provides a wide variety of resources to boost your understanding and ability to implement Information Security Management in your organization with 30 ready-to-use resources.

The toolkit is designed to provide a guiding hand to assist you in improving your knowledge and understanding of Information Security Management by offering easy to use templates, blueprints, and documents that can be adapted to your organization's requirements.

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This invaluable set of documents and ready-to-use templates will provide you with a head start for both learning and applying of a Information Security Management approach that meets today's standards. It is ideal for professionals who don't have the time or resources at hand to develop the required templates and structure for implementation.

**The Complete Information Security Management Toolkit includes the following 30 resources:**

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2. File: 02 Service Management Plan.doc - Summary: It is necessary to identify the service management processes developed to support service delivery, their purposes, and how they relate to each other and the other components (policies, tools, and controls) of the service management system. Wordcount: 2056
3. File: 04 Service Management Process Definitions and Interfaces.doc - Summary: Roles associated with requests for change to assess and manage the impact on services continuity and availability. Wordcount: 3140
4. File: 03 Availability Plan.doc - Summary: Accidental changes often occur when the machine is touched for legitimate reasons, like an update, but the machine is not left in a workable state, usually because the change has not been fully planned, tested, or the procedures for the change have not been completed as documented. Wordcount: 2324
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6. File: 01 Information Security Policy.doc - Summary: Contractual Documentation/Preparing Terms and Conditions of Employment Using Non-Disclosure Agreements (Staff and Third Party) Misuse of Organization Stationery Lending Keys to Secure Areas to Others Lending Money to Work Colleagues Complying with Information Security Policy Establishing Ownership of Intellectual Property Rights Employing/Contracting New Staff Contracting with External Suppliers/Other Service Providers Employee's Responsibility to Protect Confidentiality of Data/Confidential Personal Data/Respecting Privacy in the Workplace Handling Confidential Employee Information Caring Referring on Staff Checking Staff Security Clearance Sharing Employee Information with Other Employees Sharing Personal Salary Information/Personal Information Security Responsibilities/Use of Internet in an Acceptable Way Keeping Personal/PIH Numbers Confidential Sharing Organization Information with Other Employees Signing for the Delivery of Goods Signing for Work done by Third Parties Ordering Goods and Services Verifying Financial Claims and Invoices Approving and Authorization of Expenditure Responding to Telephone Enquiries Sharing Confidential Information with Family Members Grouping and Distributing Information Spreading Information through the Office 'Crane View' Using E-Mail and Postal Mail Facilities for Personal Reasons Using Telephone Systems for Personal Reasons Using the Organization's Mobile Phones for Personal Use Using Organization's Credit Cards/Playing Games on Office Computers Using Office Computers for Personal Use/HR Management/Dealing with Qualified Staff Taking Official Notes of Employee Meetings/Staff Leaving Employment/Handling Staff Resignations Complying Procedures for Terminating Staff or Contractors Obligations of Staff Transferring to Competitor/HR Issues/Other/Recommending Professional Advisors. Wordcount: 3245
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11. File: 06 Change Improvement Plan.doc - Summary: A project may be highly complex, a service may be available for half the desired customers, a process update may be in effect before it is published, an incident may be within 2 hours of its agreed resolution time, these are all examples of progress in meeting requirements. Wordcount: 2388
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14. File: Service Desk Fact Sheet.doc - Summary: The Objective for ITSM is to support the overall Business Continuity Management process by ensuring that the required IT technical and services facilities (including computer systems, networks, applications, telecommunications, technical support and Service Desk) can be recovered within required, and agreed, business timescales. Wordcount: 4113
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17. File: TAGS ISO 27001 Fact Sheet.doc - Summary: The ISO 27000-series information security management standards align with other ISO management systems standard, such as those for ISO 9001 (quality management systems) and ISO 14001 (environmental management systems), both in terms of their general structure and in the nature of combining 'best practice' with certification standards. Wordcount: 829
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21. File: Information Security Management Presentation.ppt - Summary: Lack of commitment from the business to the ISM processes and procedures. Wordcount: 956
22. File: Security Management: Roles & Responsibilities.doc - Summary: Developing and maintaining the Information Security Policy and a supporting set of specific policies, ensuring appropriate authorization, commitment and endorsement from senior IT and business management. Wordcount: 243
23. File: Toolkit Introduction Presentation - Information Security Management.ppt - Summary: Aid your understanding of the important issues to be addressed when making Information Security Management decisions, as well as the factors to be considered in successfully implementing the Information Security Management process. Wordcount: 190
24. File: ISO 20000 FAQs.doc - Summary: ISO 9000 is applied and used by all organizations in different sectors and industries and whilst it has certain attributes and benefits it is not suitable to your existing commercial relationships, you should consider whether you will have a specific certificate for the IT Service Management (ITSM) component of your business. Wordcount: 3065
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26. File: Management Commitment & Co-ordination Presentation.ppt - Summary: A good report should include metrics that show the effectiveness, speed and predictability of a process to enable the audience to assess how well the process has been implemented. Wordcount: 2549
27. File: Process Summary - Information Security Management.doc - Summary: Arrangements that involve external organizations having access to information systems and services should be based on a formal agreement that defines all necessary security requirements. Wordcount: 350
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The kit is designed for those who need or are looking for awareness or skills, but simply don't have time to develop the necessary templates and structure for the implementation.

The kit serves to act as a starting point. It will give you a clear path to travel. It is designed to be a valuable source of information and activities.

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3. Provides blueprints, templates and documents - ready to download and apply
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Parties Ordering Goods and Services Verifying Financial Claims and Invoices Approving and Authorization of Expenditure Responding to Telephone Enquiries Sharing Confidential Information with Family Members Gossiping and Disclosing Information Spreading Information through the Office 'Grape Vine' Using E-Mail and Postal Mail Facilities for Personal Reasons Using Telephone Systems for Personal Reasons Using the Organization's Mobile Phones for Personal Use Using Organization Credit Cards Playing Games on Office Computers Using Office Computers for Personal Use HR Management Dealing with Disaffected Staff Taking Official Notes of Employee Meetings Staff Leaving Employment Handling Staff Resignations Completing Procedures for Terminating Staff or Contractors Obligations of Staff Transferring to Competitors HR Issues Other Recommending Professional Advisors Wordcount: 3245

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