

Information Security
Management Toolkit Download



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The Information Security Management Toolkit

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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.

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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 Passwords/PIN 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: 00 General Improvement Practices.doc - Summary: A project may be halfway complete, a service may be available for half the desired customers, a process update may be in testing 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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