University of Essex

# Quick Guide

## To Information Security

# Why it matters...

Information is important. Like any organisation we have documents that prove we own premises and goods, and have insurance, licences or accreditation that enable us to function.  As individuals we need information to do our jobs whether that's having the right information about people, or the right policy or procedure. We need to be able to find the right information quickly and easily, and make sure we don't share it inappropriately.

Some of our information we can share freely, but some of it we need to keep carefully, because it's personal, confidential, or information that give us a competitive edge.

If we get things wrong with information it could mean that we're unable to confirm that someone is a graduate, pay someone the correct salary, or prove our ownership of assets. We could have to pay fines for wrongly sharing or losing information about individuals.

# How it works

## 1. Information Security

Information Security might sound like something technical that gets done in IT Services, but the biggest risk to our information is us - the people who handle and use information.

Information security simply means everyone knowing how to protect and manage the information in their care, whether that's paper, electronic or online, in a central system or a shared folder, and whether it's accessed through a PC, tablet or mobile phone.

## 2. Help and advice

- The Information Security webpages have policy, guidelines and further information.

- Privacy is important to us – familiarise yourself with our data protection guidance and privacy notices.
- Your Section's or Department's Information Champion is your go to person for front-line support and signposting for information matters, so make sure you know who your local Champion is.
- The Information Assurance Manager can always offer help and advice, including providing tailored training sessions for individuals or groups.

## 3. What do I need to do?

Make sure you are informed about your responsibilities around information. Take our Moodle course on information security, read the Information Security Policy and the IT Guidelines for the Use of IT Facilities.

Support staff to understand their data responsibilities. Encourage staff to ask for help, and to report problems with information, whether that's incorrect data, out of date versions or concerns about emailing personal information to the wrong person.

Use your local Information Champion to help with sharing best practice in looking after our

Contact Develop@essex.ac.uk for support. For more Quick Guides go to the [webpage](#).