Information Security (InfoSec) Policy

Terminology:

Employee or member of staff: someone employed to work for the Business, whether as a fully employed person or as a contractor.

The Business: Web Design UK, or any of its other brand names.

1. Introduction

InfoSec is necessary to protect sensitive information and sensitive information systems from unauthorised access. Such as sensitive information use, disclosure, disruption, modification, or destruction.

The InfoSec function is also to provide confidentiality, integrity, and availability of sensitive information to those with authorised access.

2. Purpose

The process of protecting sensitive information assets of any format. It also applies to data in transit, processing or at rest in storage. This policy outlines the Business' processes.

3. Audience

All Web Design UK employees and Web Design UK clients that connect to any of our server systems. For example to use their email accounts.

4. Data Classification

See 'Data Classification & Access Policy' - https://webdesignuk.agency/wp-content/uploads/2020/07/wduk-data-classification-and-access-policy.pdf

5. Access Control

See 'Data Classification & Access Policy' - https://webdesignuk.agency/wp-content/uploads/2020/07/wduk-data-classification-and-access-policy.pdf

6. Other Security, Access and Backup Measures

6.1 See Information Security Policy - https://webdesignuk.agency/client-area/# our-policies

6.2 Operating System & Browser Policy - https://webdesignuk.agency/client-area/# our-policies

6.3 Secure Password Policy - https://webdesignuk.agency/client-area/# our-policies

6.4 Service Level Agreement (SLA) - https://webdesignuk.agency/client-area/# our-policies

6.5 Mandatory Secure Erasure and Destruction Controls Policy - https://webdesignuk.agency/wp-content/uploads/2020/07/wduk-mandatory-secure-erasure-and-destruction-controls-policy.pdf

6.6 Change Management Policy - https://webdesignuk.agency/wp-content/uploads/2020/07/wduk-change-management-policy.pdf

6.7 Employment Policies - https://webdesignuk.agency/client-area/contractor-forms/

If you are unable to access any of the above policies owing to password protected pages, please open a support card to request access.

7. Training

All Web Design UK employees will take the online training course available here https://www.ncsc.gov.uk/blog-post/ncsc-cyber-security-training-for-staff-now-available

The training must take place both during their induction, and every 12 months thereafter. Training scores will be recorded in their file.