

Maintain the security of data through own actions

Overview

This standard is about taking personal responsibility for protecting information in your area of responsibility. It includes protecting sensitive information both within the workplace, and if required, outside the workplace.

It is important to maintain the security of data in order to meet legal obligations and to gain the trust of colleagues and customers that their data is safe and properly used.

This standard applies to anyone whose responsibilities include accessing, using, sharing or transferring sensitive information.

Maintain the security of data through own actions

Performance criteria

You must be able to:

- 1 apply required security, data protection, health and safety regulations and organisational policies and procedures throughout own working duties
- 2 check that areas where information is kept are only accessed by authorised personnel in line with security policies and procedures
- 3 check sensitive information is only accessed by authorised personnel in line with security policies and procedures
- 4 keep sensitive information secure in line with data protection regulations
- 5 check information is not changed in any unauthorised way in line with organisational policies, procedures and timescales
- 6 assess legal requirements before sharing information with others, including:
 - 6.1 benefits of sharing information
 - 6.2 risks of sharing information
- 7 share information with those who need to use the information in line with data protection regulation
- 8 confirm you have the authority to release information to others in line with organisational policies and procedures
- 9 send information securely in line with security policies and procedures
- 10 confirm authorisation to carry sensitive information outside the workplace in line with organisational policies and procedures
- 11 protect sensitive information when outside of the workplace in line with security policies and procedures
- 12 retain information within data protection regulation and organisational timelines
- 13 destroy information when it is no longer required in line with data protection regulation and organisational timescales
- 14 seek guidance about maintaining the security of data in own role when required in line with organisational policies and procedures

Maintain the security of data through own actions

Knowledge and understanding

You need to know and understand:

- 1 organisational policies and procedures for maintaining security of data
- 2 legislation and regulations for maintaining security of data, including:
 - 2.1 health and safety regulations
 - 2.2 security regulations
 - 2.3 data protection regulations
- 3 how sensitive information should be handled, shared and transmitted
- 4 the impact of sensitive information on own area of operations
- 5 organisational policies and procedures for the retention, protection and disposal of information
- 6 different forms in which information can exist
- 7 the value and sensitivity of the information with which you work
- 8 the importance of protecting information to own role, the organisation and others outside the organisation
- 9 implications of an information security incident to own role, the organisation and others outside the organisation
- 10 the purpose of a protective marking system and how it indicates the sensitivity of information
- 11 why documents containing sensitive information should never be left unattended
- 12 how to protect information held on a computer, including the use of passwords
- 13 how to keep passwords secure and what action to take if passwords are compromised
- 14 when permission is needed before information sharing can take place
- 15 methods of sending information securely according to the sensitivity of information and the level of protection it needs
- 16 how and when to edit documents to remove sensitive information before sharing it with others
- 17 why sensitive information must not be emailed to, or stored on a home PC
- 18 circumstances when allowed to take sensitive information outside the workplace
- 19 how to minimise the risks of carrying sensitive information outside the workplace
- 20 how to obtain guidance about maintaining the security of data
- 21 how to properly dispose of documents on paper, computer media and ICT equipment

Maintain the security of data through own actions

Developed by	Skills for Justice
Version Number	2
Date Approved	November 2014
Indicative Review Date	November 2019
Validity	Current
Status	Original
Originating Organisation	Government Skills
Original URN	GSP A4.1
Relevant Occupations	Civil Service Admin Officers and Assistants; Civil Service Executive Officers
Suite	Operational Delivery
Keywords	Information; data; sensitive; security; protecting; protection; sensitivity; transfer; storing; store; safety; safe; authorised; authority; disposal; share; sharing; operational; delivery;