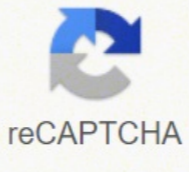I'm not robot

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2 Policy

2.1 Information security principles

The following information security principles provide overarching governance for the security and management of information at LSE.

1. Information should be classified according to an appropriate level of confidentiality, integrity and availability (see *Section 2.3. Information Classification*) and in accordance with relevant legislative, regulatory and contractual requirements and LSE policy (see *Section 2.2. Legal and Regulatory Obligations*).

2. Staff with particular responsibilities for information (see *Section 3. Responsibilities*) are responsible for ensuring the classification of that information; for handling that information in accordance with its classification level; and for any policies, procedures or systems for meeting those responsibilities.

3. All users covered by the scope of this policy (see *Section 1.2. Scope*) must handle information appropriately and in accordance with its classification level.

4. Information should be both secure and available to those with a legitimate need for access in accordance with its classification level.

5. Information will be protected against unauthorized access and processing in accordance with its classification level.

6. Breaches of this policy must be reported (see Sections *2.4. Compliance* and *2.5. Incident Handling*).

2.2 Legal & Regulatory Obligations

The London School of Economics has a responsibility to abide by and adhere to all current UK and EU legislation as well as a variety of regulatory and contractual requirements.

A non-exhaustive summary of the legislation and regulatory and contractual obligations that contribute to the form and content of this policy is provided in *Appendix A*. Related policies will detail other applicable legislative requirements or provide further detail on the obligations arising from the legislation summarised below.

2.3 Information Classification

The following table provides a summary of the information classification levels that have been adopted by LSE and which underpin the 8 principles of information security defined in this policy. These classification levels explicitly incorporate the Data Protection Act's (DPA) definitions of *Personal Data* and *Sensitive Personal Data*, as laid out in LSE's *Data Protection Policy*, and are designed to cover both primary and secondary research data. Detailed information on defining information classification levels and providing appropriate levels of security and access is provided in the *Data Classification Standard*.

Here's where you can find some easy to follow templates and sample policies online.Lawpath. Password requirementsDevice securityEmail securityHandling of sensitive dataTransferring dataWorking remotely Using personal devicesSocial media and internet accessIncident response planSecurity requirementsDisciplinary action. It sets out rules and controls for protecting your data for your employees to follow. LawLive is an Australian website which provides legal contracts and documents that you can easily customise. {"menuItems":[{"label":"What is a cybersecurity policy?","anchorName":"#what-is-a-cybersecurity-policy"},{"label":"When should I use a cybersecurity policy?","anchorName":"#when-should-i-use-a-cybersecurity-policy"},{"label":"What's the difference between a cybersecurity policy and a data protection policy (or privacy policy)?","anchorName":"#what-s-the-difference-between-a-cybersecurity-policy-and-a-data-protection-policy-or-privacy-policy"},{"label":"What is included in a cybersecurity policy? The following are the key areas which are often included in a cybersecurity policy. You may wish to run a risk analysis before you start to pinpoint the areas to prioritise in your policy.Business.gov.au suggests guiding your employees in your policy in these key areas:The type of business information that can be shared and whereAcceptable use of devices and online materialsHandling and storage of sensitive material.There are plenty of cybersecurity policy samples and templates available which we've listed below, to help you through the process.Cybersecurity policies are often very long documents, particularly for larger organisations, which is why a legal template can be very helpful. ","anchorName":"#what-is-included-in-a-cybersecurity-policy"},{"label":"How effective is a cybersecurity policy?","anchorName":"#how-effective-is-a-cybersecurity-policy"},{"label":"Do I need to engage a lawyer?","anchorName":"#do-i-need-to-engage-a-lawyer"},{"label":"Get access to customisable cybersecurity policy templates online","anchorName":"#templates"},{"label":"How do I write a cybersecurity policy?","anchorName":"#how-do-i-write-a-cybersecurity-policy"},{"label":"Where to get free cybersecurity policy templates and samples?","anchorName":"#where-to-get-free-cybersecurity-policy-templates-and-samples"}]}As technology continues to advance, we're ever more vulnerable to the rise in data security breaches and system malfunctions. A data protection policy, often known as a privacy policy, is a document which explains how personal data information will be collected, used, stored and shared. Lawpath is a legal platform for small businesses and entrepreneurs. It also has some free policy templates to help you set up your business, including a cybersecurity policy template.Business.gov.au. A privacy policy is required by law if your company collects personal information from your customers either online or directly.In a nutshell, the cybersecurity policy is an internal document for your employees to protect your data, and a privacy policy is a document for your customers to explain how their data will be managed.A cybersecurity policy typically starts with a 'roles and responsibilities' section which outlines general security expectations for all employees in your organisation, including all outside consultants, administration, financial staff and of course all IT staff. You can download each document for a one time fee as low as $9 or choose a monthly subscription. It lays out procedures to follow to avoid attacks on your information and systems which will minimise the probability of cyberattacks and thus major financial damage.A cybersecurity policy also includes a section on disciplinary action for your staff in the event of a breach which will help enforce your policy and keep everything above board.A lawyer is not entirely necessary to write a cybersecurity policy as you can follow online samples of this policy or download templates. It's important to prioritise the areas of primary importance to your organisation which may be security for the most sensitive or regulated data. The document is vital for public companies and organisations, particularly those in regulated industries such as insurance, healthcare or finance. Users can sign up and get the first template for free but will need to purchase a plan for customisation options.Workable. They have a detailed page on how to create your cybersecurity policy.LawLive. A cybersecurity policy can set your company and employees on the right track to safeguarding against hackers.Here we outline how you can craft a cybersecurity policy, and where to find helpful legal templates online.A cybersecurity policy is a legal document which can offer protection for your business against potential financial damages relating to cyberattacks and data breaches. Workable is a recruitment resource full of expert advice and resources for hiring staff. With the rapid rise in data breaches and cyberattacks around the world, a cybersecurity policy can be highly effective in minimising these problems by establishing clear responsibility of security for all of your staff. While small firms may not be subject to federal requirements, there is still a chance you could be prosecuted if your company is deemed to have acted with negligence.A cybersecurity policy puts in place measures to protect your company from cyberattacks. The Australian government website, business.gov.au, has plenty of business information, advice and training for Australian businesses. However, it may be a good idea to seek legal advice in drafting your policy or at least getting a lawyer to review it for you to ensure is covered accurately.1 - 4 of 4 Updated regularly You can start drafting your cybersecurity policy by making some notes on the key areas outlined above. Larger companies such as these face the risk of hefty penalties if their security procedures are considered inadequate.A cybersecurity policy is also important for small companies which are still expected to meet minimum IT security standards. It does this by outlining processes that work to protect your technology and data and explaining rules for sending data over networks.The policy establishes responsible security measures for your business, by setting the standards for behaviours among all your employees when it comes to protecting data.Download this cybersecurity template at LawpathIf your company deals with technology and data, it's really important that you protect your information and systems with a cybersecurity policy.

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