

Building an Information Systems Security Policy

25 - 29 August 2014,
Nairobi, Kenya



COMMONWEALTH
TELECOMMUNICATIONS
ORGANISATION



Overview

Information held on computers and ICT systems is critical for businesses. If data is lost or compromised in any manner, it will not only lead to financial losses but may also create a legal liability on the holder of the data. An Information System Security Policy is an essential requirement to secure data and to recover, in case of data loss.

Organised under



For more information
about this course, or to
register, contact us on:
Tel: +44 (0) 208 600 3800
Fax: +44 (0) 208 600 3819
Email: programmes@cto.int

OBJECTIVES

- Understand industrial security standards and compliance requirements
- Identify internal and external threats
- Understand data loss and data protection policies
- Learn disaster recovery and business continuity processes
- Learn to design access control methodologies for devices and users
- Learn to design security response teams
- Learn to produce enterprise security policies, standards, guidelines and procedures
- Evaluate the participant's organisation's security policies

TARGET AUDIENCE

- System and network administrators
- IT security professionals
- Business continuity teams

EXPECTED OUTCOMES

At the end of the course participants will be able to design an enterprise information security policy, standards and guidelines and improve existing policies in a manner that will protect the information held by the enterprise and facilitate its recovery in case of a data loss.

OUTLINE

Enterprise security management framework

- Information security Policy, Standards, Guidelines and Procedures

Best Practices Frameworks

- International Standardization Organisation (ISO 27002)
- Control Objectives for Information and Related Technology (COBIT)752
- IUT ICT Best Practice

Regulatory and Compliance Bodies

- Gramm-Leach-Bliley Act
- Sarbanes-Oxley Act
- Payment Card Industry –Data Security Standard

Internal and External Threats

- Environmental threats
- Organised crime and civil disruptions
- Equipment or system failure
- Serious information security incidents

Data Loss Prevention and Data Protection

- Information system backup
- High availability and recovery techniques
- Document the recovery procedures
- Setting up an emergency operations centre and response teams

Access control Policies

- Traffic control
- Device, user and session authentication
- Operations Security
- The role of operation security department
- configuration management, media control and email security
- Vulnerability testing

Physical and Environment Security

- Site selection and design considerations
- Implement and support Perimeter, facilities, internal and human Security
- Understand employee privacy and safety

Legal, Regulations, Compliance and Investigation

- The essence of Computer Crime Laws
- Complexities of Cybercrime
- Investigations

Business Continuity and Disaster Recovery

- Business Continuity Planning (BCP) and Disaster Recovery Planning (DRP)
- Continued BCP/DRP maintenance

FACULTY

Peter Tansie

Mr Peter Tansie holds a BSc (1985), a Postgraduate Diploma (1986) and an MPhil diploma (1989) in Physics from University of Yaoundé, Cameroon, an MSc in Physics and Education (1994) from Reading University, UK. Mr Peter Tansie then trained as a network security Engineer and Information Security Professional.

Peter has been Managing Director and Chief Technology Officer of UK based network security services company, Dotcom Networks Ltd since 2000. His current assignment is as the Principal Security Engineer on a project for BT, which involves designing network security and disaster recovery solutions for the Lloyds Banking Group. He has undertaken similar roles for the Olympic 2012 games, Nationwide Building Society and Three Mobile Telecoms. The project he undertook for Virgin Media involved upgrading the security infrastructure to meet changing security challenges and to enable Virgin to comply with the new global financial data security standard – PCI-DSS. He has carried out similar projects with VISA, Marconi, IBM, Birmingham City Council, BMW, Health Protection Agency of UK and Cable and Wireless (C&W).

In August 2011, Peter delivered a well received and acclaimed PDT project on Enterprise Security Management in Mauritius. This was after a similar project at Mbabane, Swaziland on Network Security in November 2010.

From 1986 to 1997, Peter was a Physics teacher at Bilingual High School, Buea, Cameroon. He was also a Physics GCE A level examiner for the Cameroon GCE board within this time. He taught Physics as part-time lecturer in Yaoundé University, Cameroon from 1986 to 1989.

Please fill in this application form and fax it back to +44 20 8600 3819 or return it to the CTO at the e-mail address below. Please use CAPITAL LETTERS.

Personal details

Mr/Mrs/Ms/Other First name Last name

Job title

Organisation

Address

City Postcode Country

Tel Mobile Fax

Email

Authorising line manager's name

Authorising line manager's email

Payment options

1) Select Delegate Rate (Please Refer to the list of CTO/PDT Partners provided overleaf)

	Standard Rate	Early Registration by: 25 July 2014
CTO Members	<input type="checkbox"/> £799	<input type="checkbox"/> £749
Others	<input type="checkbox"/> £1,199	<input type="checkbox"/> £1,149

2) Payment mode (choose one option only)

Invoice
Invoice me at the above address (Discounts do not apply, payment must be received by us prior to event).

Cheque
Cheque enclosed, payable to "CTO HQ"

Bank transfer
Make payments to: Coutts & Co.
440 Strand, London, WC2R 0QS, UK
A/C Name: CTO; A/C Number 083675071
Bank Sort Code :18-00-02
SWIFT Code: COUT GB22
IBAN Reference: GB72COUT18000208367507

Credit Card: Visa / Mastercard (delete as appropriate)

Card holder's name

Card holder's billing address (if different from above)

Card number

Valid from / / Expiry date / / 3 digit security code on back of card

Signature

Date Name Signature

Additional information

To help us improve our services to you and your organisation, please tell us more about yourself and your organisation.

Your role in the organisation

<input type="checkbox"/> Strategic / executive	<input type="checkbox"/> Business development	<input type="checkbox"/> Marketing and sales
<input type="checkbox"/> Planning	<input type="checkbox"/> Corporate affairs	<input type="checkbox"/> Public relations and corporate communications
<input type="checkbox"/> Control	<input type="checkbox"/> Customer service and care	<input type="checkbox"/> Regulatory and legal affairs
<input type="checkbox"/> Operational	<input type="checkbox"/> Engineering and technical management	<input type="checkbox"/> Telecoms network management
	<input type="checkbox"/> Financial, purchasing & investor relations	<input type="checkbox"/> Human resources
	<input type="checkbox"/> IT / IP management	<input type="checkbox"/> Other




Your organisation type

<input type="checkbox"/> Government	<input type="checkbox"/> Fixed network / services	<input type="checkbox"/> Broadcasting
<input type="checkbox"/> Regulator	<input type="checkbox"/> Mobile / wireless network / services	<input type="checkbox"/> Value-added services
<input type="checkbox"/> Operator	<input type="checkbox"/> Satellite network / services	<input type="checkbox"/> Support
<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Internet	<input type="checkbox"/> Other services
<input type="checkbox"/> Other		

REGISTRATION DEADLINE

Prior to course start.

3 SIMPLE WAYS TO REGISTER

-  Fill in and fax this form back to +44 20 8600 3819
-  Call the programme team at +44 20 8600 3800
-  E-mail the programme team at programmes@cto.int, quoting the course title.

NEED HELP?

Call us now on +44 20 8600 3800 or e-mail the programme team at programmes@cto.int

Summary Terms and Conditions

The CTO will endeavour, as can be reasonably expected, to ensure that the course is delivered to meet delegates' expectations. Registration is subject to availability and payment received by the deadline where specified for each course. Dates may be subject to changes. Travel, accommodation, daily transportation to venue, subsistence and other costs are the sole responsibility of the delegate and are not included in the above fees. Applicants are responsible for their visa arrangements and other formalities wherever required. Course bookings may be cancelled at the discretion of the CTO or its partners. Applicants paying by bank transfer are responsible for bank charges and any other such costs and should ensure the exact amount in GBP Sterling is credited in the CTO bank account. Applicants requiring additional information prior to their booking should ensure they provide sufficient time before the booking deadline. Cancellation rules apply, as summarised below. For a full version of our Ethical Framework or our Terms and Conditions, please visit our website at www.cto.int.

Cancellations / Refunds

For delegate cancellations/withdrawals, the following refund rules apply:

- 31 days or more prior to event: the full amount less a handling charge of 10% or a minimum of £55, whichever applies
- 30 days or less prior to event: no refund

For CTO cancellations/withdrawals, delegates are entitled to a 100% refund within 60 days of the withdrawal/cancellation. Refunds will be made by bank transfer only.

Data Protection / Privacy

The CTO does not sell, rent or lease its customer information to third parties. We may, from time to time, contact you on behalf of a third party/partner about a particular offering that may be of interest to you. In those cases, your unique personally identifiable information (email, name, address, telephone number) is not transferred to the third party/partner. In addition, we may share your information with trusted partners to help us perform statistical analyses, send you by e-mail or postal mail, provide customer support, or arrange for deliveries or other such services. All such third parties are prohibited from using your personal information except to provide these services to the CTO and they are required to maintain the confidentiality of your information. For more information about our privacy policy, visit our website at

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