UKSBS
Shared Business Services

Information Management and Security

We will:

- Know what information we process and where we store it;
- Value, protect and manage information appropriately;
- Share information responsibly with those who need it, when they need it;
- Ensure that our people know what is expected of them and have the skills to manage information effectively;
- Standardise information and ensure that it is linkable where possible;
- Use appropriate technology to help us manage information; and
- Comply with relevant legislation and be aware of our responsibilities as Data Controller and Data Processor, ensuring appropriate management oversight.

We will ensure alignment with relevant standards and will mandate that our policies and working practices are fit for purpose, understood and followed. Through the adoption of risk based personnel, physical, procedural and technical security initiatives, we will ensure that:

- Equipment, data and Information is physically and logically protected from unauthorised use – including the use of personal and mobile devices;
- The confidentiality, integrity and availability of data and information is maintained;
- Regulatory and legislative requirements are met;
- Business continuity and technical disaster recovery plans are in place and tested;
- Employees are competent in their role and security vetted to the appropriate level;
- Training and awareness information is available to all; and
- Security breaches, actual or suspected, are investigated and reported swiftly, with recommendations and lessons learnt implemented as soon as practicable.