



# An **Essential** guide to Information

1 day public course

**It is no secret that most information related incidents are a result of personnel who are in innocent everyday contact with information.**

Only by educating all those who handle and process information will your organisation protect itself from its single biggest security risk.

## Course overview

This short 1 day course is designed to provide an essential guide for all employees as they come into contact with information in the workplace.

Participants attending this course will gain an understanding of the legal requirements placed upon them along with some practical advice in order to manage information securely.

The course is directed towards answering the following questions:

- Why is information important?
- Why does it apply to me?
- What should I consider when and how I process information?
- What laws are in place governing the use of information?
- What rules apply to releasing Information?
- How can I help to prevent information security incidents from happening?
- What should I do in the event of a security incident?

## What will be covered...

Participants will learn about:

- The Information System Governance Security Assurance
- Information Security Confidentiality Integrity Availability
- Legal Compliance Data Protection Act 1998 Environmental Information Regulations 2004 Freedom of Information Act 2000 The Computer Misuse Act 1990
- Information Quality Assurance
- Information Sharing
- Records Management
- Incident Handling

				
Information Governance	Information Security	Information Assurance	Awareness (Knowledge)	All Employees

(Blooms taxonomy of learning objectives)

**Talk to us Today!**  
If you'd like more details fast,  
we're waiting for your call  
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