

# **PART 4**

## **Security of people, property and information**

### **You should already know:**

- ➔ From your own experience and knowledge, measures used to protect people. For example, staff wearing ID badges, buzzers to enter school, etc.
- ➔ From your own experience and knowledge, measures used to protect property, for example burglar alarms.

### **In this topic area we will learn about:**

- ➔ Organisational procedures used to protect people
- ➔ Organisational procedures used to protect property.
- ➔ Organisational procedures used to protect both paper-based and electronic information.
- ➔ The Data Protection Act 1998 and The Computer Misuse Act 1990.

### **Security Measures**

It is not only important to make ensure employees are working in a healthy environment, they should also feel safe and secure. Security measures are things which an employer or employee should put in place to make sure staff are safe while at work. Security measures should be taken for various reasons: to protect and reassure staff, to prevent theft of stock and equipment and to maintain confidentiality of information.

### **Security of Staff**

To ensure that only authorised personnel have access to the premises an organisation can use a combination of the following methods:

- intercom and/or security doors
- identification badges to be carried (if not displayed) at all times - passes will display name, title, department, picture; may contain an electronic activating device such as an electronic strip which needs to be swiped for entry; will be re-issued regularly
- careful handling and issue of keys
- Security Guards
- Staff In/Out Book
- CCTV systems

### **Security of Visitors**

To ensure that only genuine visitors enter the premises an organisation can use a combination of the following methods:

- visitors should report to reception on arrival and have their reason for visiting verified
- the reception should be located at the main entrance and constantly staffed
- other entrances should be minimised
- visitors' passes to be issued and displayed
- visitors should not be left unsupervised
- the receptionist should ensure that all visitors leave the building and that passes are returned.

#### **KEYWORDS**

- *Intercom*
- *ID Badge*
- *Security Guard*
- *CCTV*

# Challenge 1



Log on to <https://bubbl.us/> and create 2 summary mind maps. Or use Microsoft Word. One mind map should show security measures for staff, the other security measures for visitors.

USE THE NOTES ABOVE TO HELP!

## Security of Property

To ensure property is not stolen or damaged in any way, the organisation can:

- use security marks eg chips or UV lighter pens
- use cable management systems to avoid staff tripping over cables and damaging them.
- keep a record of all equipment
- install security blinds to minimise burglary, theft and vandalism

## Security of Information

In accordance with the Data Protection Act an organisation should use a combination of the following methods to ensure the security of information:

- use of passwords - these should not be obvious and changed
- use of read-only files - some files can be read but not amended (changed)
- anti-virus or virus-screening software should be used to ensure that files are not lost
- use of locked rooms, filing cabinets and computers
- confidential documents should be discarded appropriately.

### KEYWORDS

- *Visitor Pass*
- *Security Marks*
- *Cable management system*

# Challenge 2



Using the notes above and information from your mindmaps, answer the following questions:

1. Identify 3 ways in which organisations can ensure staff are safe when at work.
2. Define the following terms:
  - Security mark
  - Cable management system
3. Mr O'Neill is the manager of SMT Ltd. He is aware that there is no system in place to ensure information which shouldn't be seen by others is kept confidential.

Suggest 2 courses of action Mr O'Neill could take.

*STOP HERE*

## Data Protection Act

This Act governs how personal information is collected, used, stored and destroyed.

Before we consider the details of this Act, it is first necessary to explain two pieces of important terminology:

### *Data subject*

Individual to whom the personal data refers

### *Data user*

The person or organisation that controls the way in which the data is used

Under this Act, the Data Protection Registrar supervises data users. Data users must register the

### **KEYWORDS**

- Visitor Pass
- Security Marks
- Cable management system

following details with the Registrar:

- the nature of data held
- why it is held
- how it was collected
- who it will be disclosed to.

Anyone processing personal data must comply with the following eight principles of good practice.

1. The personal data shall be obtained fairly and lawfully.
2. Personal data shall be used only for the registered purpose.
3. The personal data shall not be disclosed for purposes other than those registered.
4. Personal data held shall be adequate, relevant and not excessive for its purpose.
5. Personal data held shall be accurate and kept up-to-date.
6. Personal data shall not be kept for longer than necessary.
7. Data subjects shall be entitled to: be informed of any personal data held by the data user; access any personal data held; have data corrected or deleted where appropriate.
8. Appropriate security measures shall be taken against unauthorised access to personal data, disclosure of personal data and accidental loss of personal data.

**KEYWORDS**

- *Data Protection Act*
- *Data Subject*
- *Data User*
- *8 Principles*

# Challenge 3



Go to:

<http://www.bbc.co.uk/schools/gcsebitesize/ict/legal/Odataprotectionactrev1.shtml>

Read the information about the Data Protection Act and try the test bite at the end! Print out your answers.

# Challenge 4

1. Update the extract from the staff handbook with relevant information on employee and organisational responsibilities with regard to security within the organisation. *(National 4 do not need to fill out the grey columns)*

*USE THE NOTES ON PREVIOUS PAGES TO HELP!*

2. Print one copy of the updated staff handbook.

# Challenge 5

*Test Your Learning! - Summary Questions (Use Leckie Leckie notes to help too)*

1. Explain WHY a reception area plays a crucial role in the security of an organisation.
2. Describe three security measures taken by the receptionist.
3. State how keypads/combination locks/swipecards can restrict unauthorised access.

4. Describe three security measures taken by an organisation to protect property.
5. List two ways usernames and passwords can restrict access to information.
6. List three other methods of protecting information held on computer.
7. State what is meant by the term 'back-up'.
8. *Outline the main principles of the Data Protection Act 1998.*




### ***FINISHED?***

Log on to [http://www.teach-ict.com/gcse\\_new/gcse\\_ict\\_quizzes.htm](http://www.teach-ict.com/gcse_new/gcse_ict_quizzes.htm) and try the Data Protection Act quizzes in order to check your learning

# checklist

FILL OUT THE CHECKLIST TO SEE HOW CONFIDENT YOU ARE IN  
YOUR LEARNING

AP Part 4: Security of people, property and information

Security of people, property and information	Skills, Knowledge and Understanding	Strength 		Weakness 	Next Steps
	<i>I understand the organisational procedures used to protect people.</i>				
	<i>I understand the organisational procedures used to protect property</i>				
	<i>I understand organisational procedures used to protect both paper-based and electronic information</i>				
	<i>I understand the Data Protection Act 1998</i>				