

INFORMATION SECURITY: DOCUMENTS IN ANY FORM AND ELECTRONIC MEDIA

1. General

You are responsible for the security of the information that you handle

Security is an attitude of mind. You should not divulge any information gained as a result of your work to any unauthorised person and you may be liable to disciplinary procedures if you do so.

Official Secrets Act (Annex 1, Record Number 50608)

In addition, it is your duty to handle protectively marked information (Restricted Confidential, Secret and Top Secret) in accordance with the Northern Ireland Policing Board's Guide to Protective Markings.

2. Responsibility and Training

Security of information is primarily dependent on people doing the right thing. Breaches of security normally are the result of human action, either accidental or deliberate. Individuals required to handle information which is protectively marked have a responsibility to guard against its unauthorised disclosure. Managers have an important role to ensure that their staff are properly trained and are aware of the need for security measures. An untrained member of staff is more likely to unintentionally disclose information. Breaches of security are serious matters and failure to comply with Board instructions, whether through carelessness or ignore, may result in disciplinary action.