ISO27001 accreditation Information for staff

Data protection is a vital part of what we do every day and we do it well. But in order to be even better we are now working towards formal data security accreditation.

As an authority we must make sure all our working practices, policies and procedures are well known and used by staff and in-line with all current recognised standards of security and confidentiality.

To help with this we are now working towards formal accreditation to the ISO27001 standard - an international information security standard.

We will be visited by auditors over the next few months whose job it is to find out how well we implement data security policies as an authority.

Overview of the ISO27001 Audit

Stage 1 of the ISO27001 formal accreditation audit will take place on August 13 and 14 2013.

This stage will concentrate on looking at management systems that our Information Governance Group has been putting in place.

After this, the auditors will decide which sites they wish to visit and which staff they wish to interview. This is taking place in September.

They may want to speak to staff from lots of different departments in order to find out how much is known about data security and our policies.

Possible Interview Questions

We do not know exactly what questions will be asked during the interview stage and we do not know who the auditors may want to speak to.

Below are some of the questions / issues that you could potentially be asked about:

- Communication around data security / policies – Ditch the Data Demon
- General awareness of security in the council
- Wearing ID
- Locking computer screens
- Locking away documents
- Locking prints

- Disposing of confidential waste
- Have they had security training
- How to record security incidents
- Use of correct equipment e.g. DCC issued, encrypted media
- Who to ask if you are not sure where to find things or what to do e.g. Information Governance reps, Departmental DP/Information Governance officers, Transformation Service Security Team

All of this information can be found at www.derbyshire.gov.uk/data

Departmental contacts

If you have any concerns about data security or how it affects you then speak to the person in charge of your department's information security.

They will have up to date information on all the latest procedures and policies.

Here's the people you need to know:

Adult Care – Neil Brailsford, Data & Information Manager ex 39890

CAYA – Tony Smith, Data Protection & FOI Officer ex 36470

Environmental Services – Gill Hawdon, Business Manager ex 38541

Cultural and Community Services – Trevor Gunner, Head of Business Services ex 36587

Corporate Resources – Jo White, Information Security Manager ex 32147

All of our up-to-date data security policies can be found at www.derbyshire.gov.uk/data

If you would like to receive a copy of the Ditch the Data Demon leaflet that covers some of our main policies, please email colleen.marples@derbyshire.gov.uk