

Information Security

1. Introduction

- a. What is Information?
- b. Forms in which information exists in an organization
- c. What is Information Security?
 - i. Need for Information security at an organization
 - ii. Risks Associated with Information
- d. How Can I protect myself?

2. Physical and Environmental Security

- a. Building security (premises)
- b. Personal belongings
- c. Access control
- d. Tailgating

3. Personal Electronic Equipment Security

- a. Protection for laptops
 - i. Physical
 - ii. Access
- b. Protection for Mobile phones
 - i. Physical
 - ii. Access
- c. Equipment carried outside office
- d. Removable media management (USB drive etc.)
- e. Wi-Fi Security

4. Electronic Data Security

- a. Passwords
- b. Internet Safety
- c. Computer Virus Protection
- d. Hackers, Crackers and Cyber Crime

5. Email and messaging Security

- a. Key Safety precautions while using emails
- b. Phishing
- c. Precautions for using messaging software

6. Identity Theft and Social Engineering

7. Intellectual property

8. Protecting Organizational data

- a. Handling
- b. Storage
- c. Protections
- d. Disposal

9. Incident Management - what you can do?

- a. If you observe a breach
- b. If you are the victim

10. Summary