



UNIVERSITI TEKNIKAL MALAYSIA MELAKA

UTeM

# BITS 2523

## Cyberlaw & Security Policy

### Lecture 11

By

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# Strategic Security Policy

Always A Pioneer, Always Ahead

Topics covered:

- Governance
- Guiding principles
- Corporate culture
- Policy
- Successful Policy Characteristics
- The Role of Government and industry



- **Governance** is the process of **managing, directing, controlling, and influencing** organizational decisions, actions, and behaviors. The **Board of Directors** is the **authoritative policy making body**.
- Executive management is tasked with **providing support and resources**. Endorsed by the Board of Directors and executive management, the CISO (or equivalent role) is vested with information security program management responsibility and accountability.
- The chain of command for the CISO should be **devoid of conflict of interest**. The CISO should have the authority to **communicate directly with the Board of Directors**.
- Discussion, debate, and thoughtful deliberation result in good decision making. Supporting the CISO should be an **Information Security Steering Committee**, whose members represent a **cross-section of the organization**. Typically, members represent a cross-section of business lines or departments, including operations, risk, compliance, marketing, audit, sales, HR, and legal.
- In addition to providing advice and counsel, their mission is to spread the gospel of security to their colleagues, coworkers, subordinates, and business partners.





## In Practice

### CISO Policy

**Synopsis:** To define the role of the CISO as well as the reporting structure and lines of communication.

**Policy Statement:**

- The COO will appoint the CISO.
- The CISO will report directly to the COO.
- At his or her discretion, the CISO may communicate directly with members of the Board of Directors.
- The CISO is responsible for managing the information security program, ensuring compliance with applicable regulations and contractual obligations, and working with business units to align information security requirements and business initiatives.
- The CISO will function as an internal consulting resource on information security issues.
- The CISO will chair the Information Security Steering Committee.
- The CISO will be a standing member of the Incident Response Team and the Continuity of Operations Team.
- Quarterly, the CISO will report to the executive management team on the overall status of the information security program. The report should discuss material matters, including such issues as risk assessment, risk management, control decisions, service provider arrangements, results of testing, security breaches or violations, and recommendations for policy changes.

## In Practice

### Information Security Steering Committee Policy

**Synopsis:** The Information Security Steering Committee (ISC) is tasked with supporting the information security program.

**Policy Statement:**

- The Information Security Steering Committee serves in an advisory capacity in regards to the implementation, support, and management of the information security program, alignment with business objectives, and compliance with all applicable state and federal laws and regulations.
- The Information Security Steering Committee provides an open forum to discuss business initiatives and security requirements. Security is expected to be given the same level of respect as other fundamental drivers and influencing elements of the business.
- Standing membership will include the CISO (Chair), the COO, the Director of Information Technology, the Risk Officer, the Compliance Officer, and business unit representatives. Adjunct committee members may include but are not limited to representatives of HR, training, and marketing.
- The Information Security Steering Committee will meet on a monthly basis.

- The steering committee serves in an **advisory capacity with particular focus on the alignment of business and security objectives**. Distributed throughout the organization are a variety of roles that have information security–related responsibilities. Most notably, data owners are responsible for defining protection requirements, data custodians are responsible for managing the protection mechanisms, and data users are expected to act in accordance with the organization’s requirements and to be stewards of the information in their care.
- The Board of Directors (or organizational equivalent) is generally the authoritative policy-making body and responsible for overseeing the development, implementation, and maintenance of the **information security program**.
- The use of the term “**oversee**” is meant to convey the Board’s conventional **supervisory role**, leaving **day-to-day responsibilities to management**. Executive management should be tasked with **providing support and resources** for proper program development, administration, and maintenance as well as ensuring **strategic alignment with organizational objectives**.

*“Governing for enterprise security means viewing adequate security as a **non-negotiable requirement of being in business**. If an organization’s management—including boards of directors, senior executives and all managers—does not establish and reinforce the business need for effective enterprise security, the organization’s desired state of security will not be articulated, achieved or sustained. To achieve a sustainable capability, organizations **must make enterprise security the responsibility of leaders at a governance level**, not of other organizational roles that lack the authority, accountability, and resources to act and enforce compliance.”*



- Julie Allen, in her seminal work “Governing for Enterprise Security”



## Organisational roles and responsibilities

- In addition to the CISO and the Information Security Steering Committee, distributed throughout the organization are a variety of **roles that have information security-related responsibilities**. For example:
  - **Compliance Officer**—Responsible for identifying all applicable information security-related statutory, regulatory, and contractual requirements.
  - **Privacy Officer**—Responsible for the handling and disclosure of data as it relates to state, federal, and international law and customs.
  - **Internal audit**—Responsible for measuring compliance with Board-approved policies and to ensure that controls are functioning as intended.
  - **Incident response team**—Responsible for responding to and managing security-related incidents.
  - **Data owners**—Responsible for defining protection requirements for the data based on classification, business need, legal, and regulatory requirements; reviewing the access controls; and monitoring and enforcing compliance with policies and standards.
  - **Data custodians**—Responsible for implementing, managing, and monitoring the protection mechanisms defined by data owners and notifying the appropriate party of any suspected or known policy violations or potential endangerments.
  - **Data users**—Are expected to act as agents of the security program by taking reasonable and prudent steps to protect the systems and data they have access to.
- Each of these responsibilities should be documented in policies, job descriptions, or employee manuals.

## Governance of Enterprise Security

- Information security is not an end unto itself. Information security is a **business discipline** that exists to **support business objectives**, **add value**, and **maintain compliance** with externally imposed requirements. This type of relationship is known as strategic alignment.
- Organizational commitment to information security practices **should be codified in a written policy**. The information security policy is an authoritative document that informs decision making and practices.
- As such, it should be **authorized by the Board of Directors or equivalent body**. Derivative documents for specific audiences should be published and distributed. This includes an Acceptable Use Policy and Agreement for users, a thirdparty version for vendors and service providers, and a synopsis for business partners and clients.
- Three factors influence information security **decision making** and **policy development**: **guiding principles**, **regulatory requirements**, and **risks** related to achieving their business objectives.

# Guiding principle

- **Over-arching statements** that convey the philosophy, direction or belief of an organization.
- Guiding principles synthesize the fundamental philosophy or beliefs of an organization and reflect the kind of company that an organization seeks to be.
- Guiding principles serve to “**guide**” **people in making the right decisions** for the organization.
  - What policies and standards are needed?
  - What technologies are needed?
  - How architecture should be accomplished?
- Guiding principals are **NOT policies** but serve as guidelines in the formulation of thoughtful and comprehensive security policies and practices.

# Guiding principle (cont...)

- They serve to “**guide**” people in making the right decisions (such a technology purchases or architecture direction).
- They can also serve as a **guide-post** on what policies and standards will be needed by an organization.
- Guiding principles provide a **strong foundation** for any organization.
- They **can be specific** to a certain function (e.g. Corporate Security) **or more general** such as IT Guiding Principles.
- Guiding principles set the tone for a **corporate culture**.

# Highest Level Security Guiding Principles

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- Every security organization should be concerned about the confidentiality, integrity, and availability of their key information assets and resources.
- This should be reflected in one or more of their key **security guiding principals**.

# Sample Security Guiding Principles

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- **Everyone** is responsible for security.
- All users and entities are **authenticated**.
- Principle of “**least access**” is appropriately applied.
- Risk exposure is **balanced** with the cost of risk mitigation.
- Security measures are **proactively implemented**.
- We will **promote** information classification, awareness and governance.



# Sample Security Guiding Principles (cont...)

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- We will **use comprehensive architectural planning** to ensure that all elements of the information security program are defined and planned.
- We will **carefully balance the business need** to quickly offer new products and services against the security risks it might pose to our customers or damage to our company brand or reputation.
- We will **invest in information security** at or above industry benchmarks for our business.

# Sample Security Guiding Principles (cont...)

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- We will **adopt security industry standards** where appropriate.
- We will **evolve the practice of information security** with our external and internal customers ( best practice sharing on standards, solutions architecture, technology, processes and policies).

# Corporate culture

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- Corporate culture can be defined as the **shared attitudes, values, goals, and practices that characterize a company, corporation, or institution.**
- Corporate cultures are often classified by **how corporations treat their employees and their customers.**
- The three classifications are negative, neutral, and positive.
- A negative classification is indicative of a hostile, dangerous, or demeaning environment. Workers do not feel comfortable and may not be safe; customers are not valued and may even be cheated.
- A neutral classification means that the business neither supports nor hinders its employees; customers generally get what they pay for.
- A positive classification is awarded to businesses that strive to create and sustain a welcoming workplace, truly value the customer relationship, partner with their suppliers, and are responsible members of their community.

# Corporate culture

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- Let's consider a tale of two companies. Both companies **experience a data breach** that exposes customer information; both companies call in experts to help determine what happened.
- In both cases, the investigators determine that the data-protection safeguards were inadequate and that employees were not properly monitoring the systems. The **difference between these two companies is how they respond and learn** from the incident.
- Company A is quick to respond by **blaming** the department management, **firing** key employees, and looking for ways to **avoid** legally required customer notification.
- Company B leadership **shares** the report with the department, solicits internal and external feedback on how to improve, **researches** new controls, methodically **implements** enhancements, and **informs** customers in a timely manner so they can take steps to protect themselves.

# Corporate culture

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- A positive corporate culture that focuses on protecting internal and customer information, solicits input, engages in proactive education, and allocates resources appropriately makes a strong statement that employees and customers are valued. In these organizations, policy is viewed as an investment and a competitive differentiator for attracting quality employees and customers.

- A **formal, brief, and high-level statement** or plan that embraces an organization's general beliefs, goals, objectives, and acceptable procedures for a specified subject area.
- The role of policy is **to codify guiding principles**, shape behavior, provide guidance to those who are tasked with making present and future decisions, and serve as an implementation roadmap.
- For example, an **information security policy** is a directive that defines how the organization is going to protect its **information assets\*** and information systems, ensure compliance with legal and regulatory requirements, and maintain an environment that supports the guiding principles.



- The **objective of an information security policy** and corresponding program is to protect the organization, its employees, its customers, and also vendors and partners from harm resulting from intentional or accidental damage, misuse, or disclosure of information, protect the integrity of the information, and ensure the availability of information systems.

## \*Information asset

- **Information** is data with context or meaning. An **asset** is a resource with value. As a series of digits, the string 345934353 has no discernible value. **Information asset** is the term applied to the **information that an organization uses to conduct its business**.
- Examples include customer data, employee records, financial documents, business plans, intellectual property, IT information, reputation, and brand.
- Information assets may be protected by law or regulation (for example, patient medical history), considered internally confidential (for example, employee reviews and compensation plans), or even publicly available (for example, website content). Information assets are generally stored in digital or print format; however, it is possible to extend our definition to institutional knowledge.

# Successful Policy Characteristics

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- Successful policies establish **what** must be done and **why** it must be done, but **not how** to do it.
- Good policy has the following **seven characteristics**:
  1. Endorsed: The policy has the support of management.
  2. Relevant: The policy is applicable to the organization.
  3. Realistic: The policy make sense.
  4. Attainable: The policy can be successfully implemented.
  5. Adaptable: The policy can accommodate change.
  6. Enforceable: The policy is statutory.
  7. Inclusive: The policy scope includes all relevant parties.

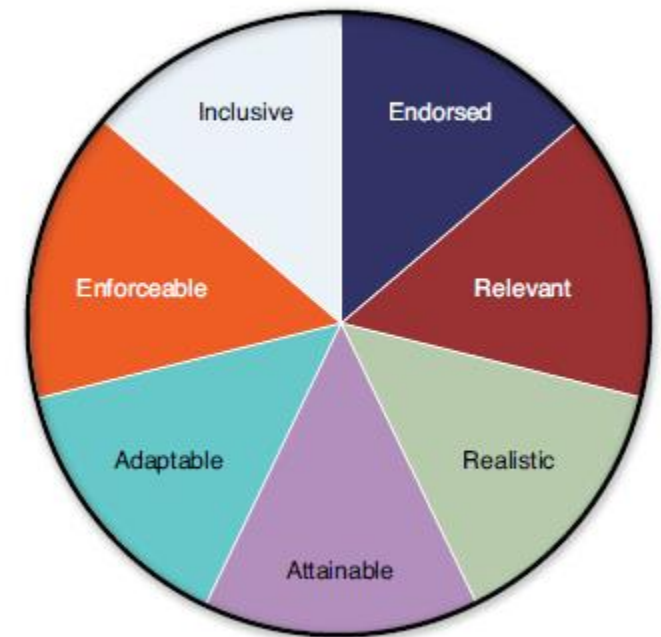


FIGURE 1.1 The policy pie.

# Successful Policy Characteristics

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## Endorsed

- In order for an information security policy to be successful, leadership must not only believe in the policy, they must also act accordingly by demonstrating an active commitment to the policy by serving as role models. This requires visible participation and action, ongoing communication and championing, investment, and prioritization.

## Relevant

- Strategically, the information security policy must support the guiding principles and goals of the organization. Tactically, it must be relevant to those who must comply. Introducing a policy to a group of people who find nothing recognizable in relation to their everyday experience is a recipe for disaster.

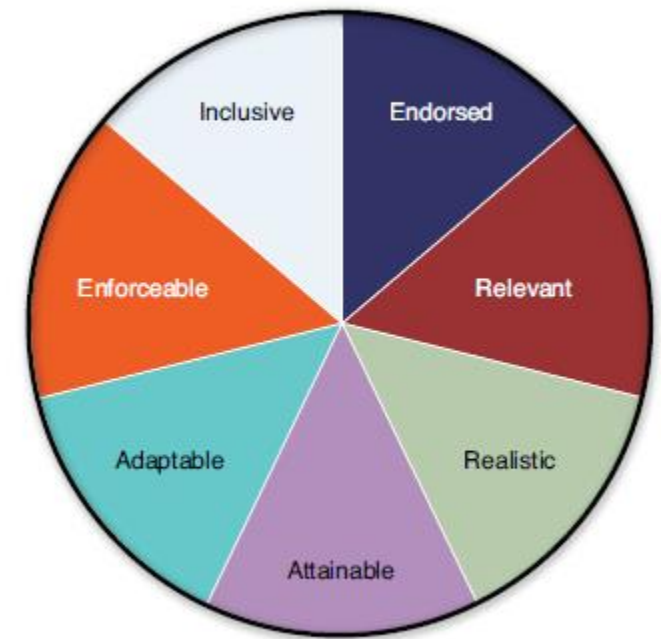


FIGURE 1.1 The policy pie.

# Successful Policy Characteristics

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## Realistic

- Policies will be rejected if they are not realistic. Policies must reflect the reality of the environment in which they will be implemented.

## Attainable

- Policies should only require what is possible. If we assume that the objective of a policy is to advance the organization's guiding principles, one can also assume that a positive outcome is desired. A policy should never set up constituents for failure; rather, it should provide a clear path for success.

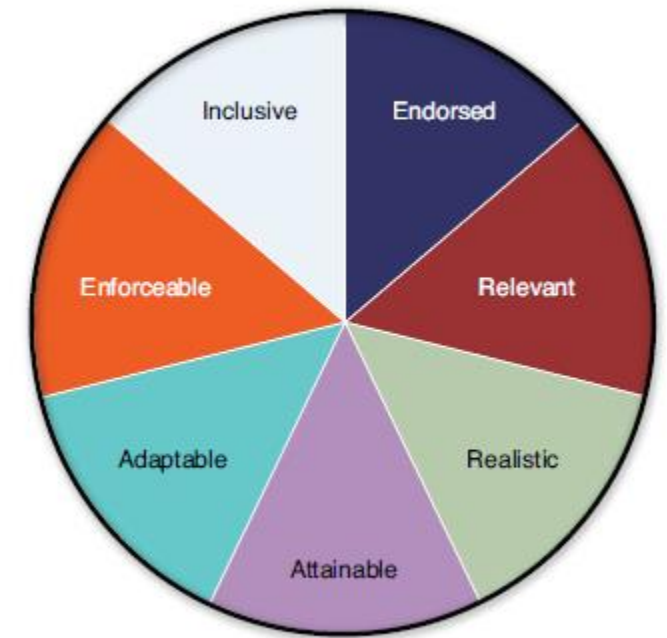


FIGURE 1.1 The policy pie.

# Successful Policy Characteristics

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## Adaptable

- In order to thrive and grow, businesses must be open to changes in the market and willing to take measured risks. A static set-in-stone information security policy is detrimental to innovation. Innovators are hesitant to talk with security, compliance, or risk departments for fear that their ideas will immediately be discounted as contrary to policy or regulatory requirement. “Going around” security is understood as the way to get things done. The unfortunate result is the introduction of products or services that may put the organization at risk.

## Enforceable

- Enforceable means that administrative, physical, or technical controls can be put in place to support the policy, that compliance can be measured and, if necessary, appropriate sanctions applied.

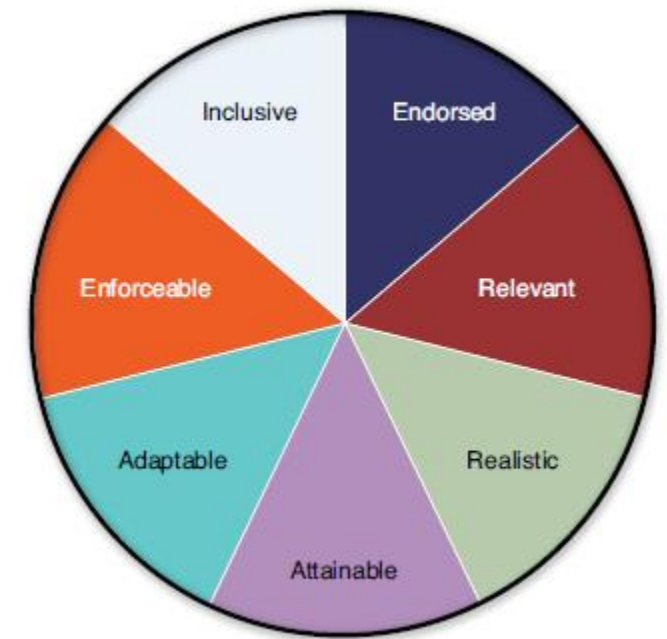


FIGURE 1.1 The policy pie.

# Successful Policy Characteristics

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## Inclusive

- It is important to include external parties in our policy thought process. It used to be that organizations only had to be concerned about information and systems housed within their walls. That is no longer the case. Data (and the systems that store, transmit, and process it) are now widely and globally distributed.
- The trend toward outsourcing and subcontracting requires that policies be designed in such a way to incorporate third parties. Information security policies must also consider external threats such as unauthorized access, vulnerability exploits, intellectual property theft, denial of service attacks, and hacktivism.
- An information security policy must take into account organizational objectives; international law; the cultural norms of its employees, business partners, suppliers, and customers; environmental impact and global cyber threats. The hallmark of a great information security policy is that it positively affects the organization, its shareholders, employees, and customers, as well as the global community.



FIGURE 1.1 The policy pie.



# The role of government

- At times, **government intervention** is required in order to protect its critical infrastructure and its citizens.
- Intervention with the purpose of either restraining or causing a specific set of uniform actions is known as **regulation\***.

## Example of US government role

- In the 1990s, two groundbreaking pieces of information security–related **federal legislation** were introduced with the objective of **protecting personal financial and medical records**:
  - The Gramm-Leach-Bliley Act (GLBA), also known as the Financial Modernization Act of 1999, Safeguards Rule
  - The Health Insurance Portability and Accountability Act of 1996 (HIPAA)

\*<https://www.differencebetween.com/difference-between-law-and-vs-regulation/>

## Gramm-Leach-Bliley Act (GLBA)

- The purpose of the Act was to reform and modernize the banking industry by eliminating existing barriers between banking and commerce. The Act permitted banks to engage in a broad range of activities, including insurance and securities brokering, with new affiliated entities. Lawmakers were concerned that these activities would lead to an aggregation of customer financial information and significantly increase the risk of identity theft and fraud.

## Health Insurance Portability and Accountability Act of 1996 (HIPAA)

- HIPAA Security Rule established a national standard to protect individuals' electronic personal health information (known as ePHI) that is created, received, used, or maintained by a covered entity, which includes healthcare providers and business associates.
- The Security Rule requires appropriate administrative, physical, and technical safeguards to ensure the confidentiality, integrity, and security of electronic protected health information.
- The Security Rule requires appropriate administrative, physical, and technical safeguards to ensure the confidentiality, integrity, and security of electronic protected health information. Covered entities are required to publish comprehensive information security policies that communicate in detail how information is protected.

# The role of government

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## Example of European Union role

- European nations recognize and value **privacy** as a basic human right. Together, they had devise and introduced the General Data Protection Regulation (GDPR).

## General Data Protection Regulation (GDPR)

- The European Union's (E.U.) General Data Protection Regulation (GDPR) is a revolutionary and comprehensive data privacy law. The GDPR, which was approved in 2016 and came into force in May 2018, **sets limits on the collection and use of personal data** belonging to an E.U. data subject.
- The law also grants significant rights to E.U. data subjects. One of the most famous rights is the **right to be forgotten**. Under this provision, data subjects **can request that organizations permanently delete** the data subject's personal information.

# The role of government

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## Example of Malaysian government role

- Malaysia also recognizes **data privacy** through the enactment of the Personal Data Protection Act 2010.

## Personal Data Protection Act 2010

- This act regulates the processing of personal data in commercial transactions and to provide for matters connected therewith and incidental thereto.
- Refer to previous lecture on PDPA 2010 for more details.

## Example of industry role

- The PCI Council is not a government agency; rather, it is a **private industry organization**. The PCI Council, formed in 2006, creates **safeguards designed to protect credit card data**.

## Payment Card Industry (PCI) Data Security Standard (DSS)

- The Payment Card Industry Data Security Standard (PCI DSS) is an information security standard for organizations that handle branded credit cards from the major card schemes. The PCI Standard is mandated by the card brands but administered by the Payment Card Industry Security Standards Council.
- The DSS offers a single approach to **safeguarding sensitive cardholder data** for all credit card issuers. It identifies 12 basic categories of security requirements that must be followed to protect credit card data.
- All merchants who accept credit cards must comply with the PCI DSS. PCI has different compliance requirements for different merchants that are based upon the size of the merchant's credit card operations.
- Any merchant that accepts credit cards must comply with the DSS. This means that they must implement and follow the DSS rules. The credit card brands enforce DSS compliance. Most of the credit card brands also require merchants to validate their compliance with the rules.

# Thank You



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