

Information Security Comms Plan

Classification: **Internal**

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| Version | Approved By | Owner | Date Last Updated | Review Frequency | Next Review | Comments |
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| **Objective** | Run an internal campaign to improve cyber awareness for all staff. |
| **Key Results** | * Conduct a communication plan with at least 21 communications in 5 months. * All published policies are supported by communication summarising and sign-posting the reader to the policy. * Evidence can demonstrate the communications and awareness activities to any ISO 27001 auditor. |

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| # | Date | Contents | Brief Overview |
| 1 | Week 1 | Introduction - Unlock the secrets of information security | A high-level overview of the importance of information security and introducing the overarching policy. |
| 2 | Week 2 | Understanding the Information Security Policy | Comprehensive review of the Information Security Policy and its application. |
| 3 | Week 3 | Avoiding Malware & Ransomware | Tips and best practices to avoid malware and ransomware infections. |
| 4 | Week 4 | Exploring the Data Protection Policy | Detailed overview of the Data Protection Policy and its implications. |
| 5 | Week 5 | Exploring the Supplier Security Policy | Explanation of the Supplier Security Policy and how it protects the organisation. |
| 6 | Week 6 | Multi-Factor Authentication - Adding an Extra Layer of Security | Benefits and implementation of multi-factor authentication for enhanced security. |
| 7 | Week 7 | Passwords - Your first line of defence | Importance of strong passwords and how to create and manage them effectively. |
| 8 | Week 8 | Physical Security - Protecting our workspaces | Measures and best practices for maintaining physical security in the workplace. |
| 9 | Week 9 | Protecting Our Data - Secure Handling Procedures | Procedures for securely handling and protecting sensitive data. |
| 10 | Week 10 | Recognising Insider Threats - Protecting Our Organisation from Within | Identifying and mitigating the risks of insider threats. |
| 11 | Week 11 | Reviewing the Bring Your Own Device Policy | Overview of the BYOD policy and guidelines for secure usage of personal devices. |
| 12 | Week 12 | Safe Internet Browsing - Protect Yourself Online | Best practices for safe and secure internet browsing. |
| 13 | Week 13 | Secure Email Practices - Keeping Our Communications Safe | Tips for maintaining secure email communications. |
| 14 | Week 14 | Social Engineering - Don't Get Tricked | Understanding social engineering attacks and how to avoid falling victim to them. |
| 15 | Week 15 | Social Media Safety Protecting Yourself and Our Organisation | Guidelines for safe and secure use of social media to protect personal and organisational data. |
| 16 | Week 16 | Spotting Phishing Scams - Stay Alert and Stay Safe | How to identify and avoid phishing scams. |
| 17 | Week 17 | Understanding GDPR and Compliance Protecting Data Privacy | Overview of GDPR requirements and compliance measures to protect data privacy. |
| 18 | Week 18 | Understanding Our Acceptable Use Policy | Detailed explanation of the Acceptable Use Policy and its importance. |
| 19 | Week 19 | Cybersecurity Incident Response - What to do in a breach | Guidance on how to respond to a cybersecurity incident or data breach. |
| 20 | Week 20 | Using Public Wi-Fi Safely Tips for Protecting Your Data | Tips for safely using public Wi-Fi to protect your data from potential threats. |
| 21 | Week 21 | Introducing the Cloud Services Policy | Learn how to select, evaluate and implement internet-based applications. |