

Tutorial 1 - Issue Specific Security Policy (ISSP)

You work as an Information security officer for wellington hospital and part of your work is ensuring the secure handling and destruction of physical and digital data (During processing, storage and transmission). You must write a policy for hospital employees (excluding external contractors) to address the following:

- Ways to properly identify sensitive data
- Ways they should store physical and digital files
- Ways to destroy any physical and digital sensitive data when it is no longer needed. (reference appropriate standards/guidelines if possible)
- When staff may share sensitive data with others
- This policy should also include instructions and best practices on handling internal and external technologies/devices that interact and process the sensitive data (e.g. work computers and personal devices, remote devices)
- Reference other policies when appropriate (e.g. password policy, email policy)

You have 40 Minutes to write the policy according to the template provided. Once done, pass your policy to the other group to evaluate and mark (20 Marks)

Members:

Surname: _____

First name_____

Surname: _____

First name_____

Surname: _____

First name_____

Surname: _____

First name_____

Surname: _____

First name_____