Procedure No.:02	Approved:	Expire:
Link:	Application: All	Property: ADROIT ADVANCED SECURITY SERVICES
INFORMATION SECURITY		

1. **DESCRIPTION**: This is the procedure that will be followed to protect all information/ asset managed and handled by ADROIT ADVANCED SECURITY SERVICES.

2. **AIM**: This procedure outlines all the necessary steps to be followed to provide for the safeguarding of information/ asset.

3. **APPLICATION**: This procedure is applicable to all operational members.

4. **DEFINITION OF TERMS OR ABBREVIATIONS**

ASSET	Any physical, electronic, service, or human resource, working as or used for storage, transport, or transmission of information.
ISMS	Information Security Management System
CIA	Confidentiality, Integrity, and Availability of Assets
ICOC	Intelligence Co-ordinating Committee

5. **PROCEDURE**:
6. **EVALUATE THE ASSET**

    i. Verify the source of the asset as some assets are deliberately created by an attacker to expose the vulnerability of our ISMS.
    ii. Evaluate impact if the confidentiality, integrity or availability of the information is compromised.
    iii. Calculate the likelihood (or probability) of an event happening.
    iv. Estimate the level of risk as a combination of impact and likelihood.
    v. Assign risk owners.
    vi. Define what is considered acceptable risk and what is not acceptable.

7. **CLASSIFY THE ASSET**

    i. Owners of assets must give their assets classifications taking into consideration the protection level required to ensure CIA.
    ii. Owners must determine the storage requirements according to the classification level.
    iii. When asset is to be used, owners must assign a dedicated handler and handlers must treat the asset as though they themselves are the owners until such an asset returns to the owner.
    iv. Owners must determine the destruction or disposal method of the asset according to the classification level.

8. ENTER THE ASSET INTO THE INVENTORY

 v. Record the type of asset, whether **physical** (equipment, location, marker, documentation etc.), **electronic** (storage or recording device, serial number, software etc.), **subtle** (word of mouth, eyewitness account, first hand observation etc.), **services** (including utilities) and **human** (volunteers, part time and fulltime operatives, etc.).

 vi. Assign ownership.

 vii. Ensure that the asset is properly protected.

 viii. Define and review access restriction to the asset.

 ix. Ensure proper handling when asset is being disposed of.

9. CLASSES OF ASSETS

 x. **Public**- Asset that will cause no harm if disclosed to the general staff - Requires no protection from the staff but a little protection from the public.

 xi. **Private**- Asset that if disclosed, can cause embarrassment or operational inconvenience-Requires a restricted access.

 xii. **Confidential**- Asset disclosure has a significant short-term impact on operations or tactical objectives- Requires medium to high-level protection.

 xiii. **Secret** – Any disclosure has a serious impact on long term strategic objectives or puts the survival of the organisation at risk- Requires high-level protection.

 xiv. **Top secret**- Disclosure of this asset is catastrophic to the organisation and its operations- Requires maximum-protection.

10. LEVELS OF PROTECTION

 i. **Public**- Stored or displayed accordingly but readily available to all who need it.

 ii. **Private**- Stored or filed securely and readily available for private use, protected by key (password or physical).

 iii. **Confidential**- Stored and kept in the control room 24hrs, accessible only by written request.

 iv. **Secret** – Locked away in a safe or strong room, available only to owners or personnel cleared for that level of security and a request for access must be made 24hrs prior.

 v. **Top secret**- Locked away in a safe or strong room, marked appropriately and available only to the owners and personnel cleared for that level of security.

11. DISPOSAL

vi. **Public**
- **Other asset besides human**- Shred or dispose of in a similar was as general waste.
- **Human**- dispose in terms of the applicable legislation, following an approved procedure.

vii. **Private**
- **Other asset besides human**- Cross-shred and incinerate with general waste.
- **Human**- Dispose in terms of the applicable legislation and/ or reward appropriately, following an approved procedure where applicable

viii. **Confidential**
- **Other asset besides human**- Cross-shred and incinerate with general waste.
- **Human**- Dispose in terms of the applicable legislation and/ or reward appropriately, following an approved procedure where applicable.

ix. **Secret**
- Disposal shall be conducted by the ICOC.

x. **Top secret**
- Disposal shall be conducted by the ICOC.

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6. Personnel:

7. First Level Manager:
TL Ntsenyeo 2024-07-26

8. Approved Top Level Manager: