



REPORTING INFORMATION SECURITY INCIDENTS

EDA COLLEGE

All staff members, students and business partners are required to report any security incident or potential security incident. Failure to do so could lead to disciplinary action. Incidents that might constitute a breach of the security policy can be reported by following the procedure below or by using the college's Whistleblowing Policy.

Please refer to the EDA College Information Security Policy for advice and guidance on preventing security incidents.

If the incident involves personal information, the steps outlined in the college's Data Protection Policy must be followed.

Security incidents can be, but are not restricted to:

- unauthorised monitoring of information systems, staff, students or business partners
- use of the Internet in contravention of UK law and the college policies
- failure to regularly review the suitability of security policy.
- unauthorised persons gaining or seeking to gain access to college campus or those of business partners
- unauthorised persons gaining or seeking to gain access to the EDA's information systems whether operated by or on behalf of the college
- loss, theft, misuse, damage or destruction of any information asset or equipment of the college
- computer virus imports or infection
- use of media in college machines that have not been virus checked
- failure to make adequate arrangements for information backup
- failure to implement remedial works
- unauthorised copying, amendment or deletion of data or software
- unauthorised copying or use of access security codes
- unauthorised disclosure or use of passwords, data or software
- alteration, falsification or tampering with audit records or evidence

Upon discovery or suspicion of a security incident, a written record should be created, to include:

- date, time and location of incident
- nature of the incident, including any apparent loss
- if possible, the identity of any involved persons and witnesses
- details of the information assets affected.
- staff must not place themselves in any danger - personal security is more important.

All security incidents or suspected incidents must be reported immediately to the IT Manager via email at: itsupport@edacollege.co.uk

All incidents that result in the unauthorised disclosure of personal data must also be reported to the Data Protection Officer of the college.

Version Control

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