

**Bristol Is Open  
(BIO)  
Information Security Policy**

**Title:** Information Security (Overarching)  
**Reference:** ISP-01  
**Status:** Approved  
**Version:** 1.0  
**Date:** January 2016  
**Reviewed:** February 2016  
**Classification:** Public

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## **Introduction**

Information is a vital asset to any organisation and this is especially so in a knowledge-driven organisation such as BIO, where information will relate to research, administration and management. This policy is concerned with the management and security of BIO's information assets (an information asset is defined to be an item or body of information, an information storage system or an information processing system which is of value to BIO) and the use made of these assets by its members and others who may legitimately process BIO information on behalf of BIO.

This overarching policy document provides an overview of information security and lists a hierarchical set of policy documents (sub-policies) which taken together constitute the Information Security Policy of BIO.

## **Purpose**

An effective Information Security Policy provides a sound basis for defining and regulating the management of information systems and other information assets. This is necessary to ensure that information is appropriately secured against the adverse effects of failures in confidentiality, integrity, availability and compliance which would otherwise occur.

## **Scope**

The documents in the Information Security Policy set apply to all information assets which are owned by BIO, used by BIO for business purposes or which are connected to any networks managed by BIO.

The documents in the Information Security Policy set apply to all information which BIO processes, irrespective of ownership or form.

The documents in the Information Security Policy set apply to all members of BIO and any others who may process information on behalf of BIO.

## **Structure**

This top level document lists a set of other sub-policy documents which together constitute the Information Security Policy of BIO. All of these documents are of equal standing. Although this policy set should be internally consistent, for the removal of any doubt, if any inconsistency is found between this overarching policy and any of the sub-policies, this overarching policy will take precedence.

Each of the sub-policy documents only contains high-level descriptions of requirements and principles. They do not, and are not intended to include detailed descriptions of policy implementation. Such details will, where necessary, be supplied in the form of separate procedural documents which will be referenced from the relevant, individual sub-policy documents.

## **Information Security Principles**

BIO has adopted the following principles, which continue to underpin this policy:

1. Information will be protected in line with all relevant BIO policies and legislation, notably those relating to data protection, human rights and freedom of information.
2. Each information asset will have a nominated owner who will be assigned responsibility for defining the appropriate uses of the asset and ensuring that appropriate security measures are in place to protect the asset

3. Information will be made available solely to those who have a legitimate need for access.
4. All information will be classified according to an appropriate level of security.
5. The integrity of information will be maintained.
6. It is the responsibility of all individuals who have been granted access to information to handle it appropriately in accordance with its classification.
7. Information will be protected against unauthorised access.
8. Compliance with the Information Security policy will be enforced.

## **Governance**

Responsibility for the production, maintenance and communication of this top-level policy document and all sub-policy documents lies with the Finance & Operations Director.

This top-level policy document has been approved by BIO's board. Substantive changes may only be made with the further approval of the board. Responsibilities for the approval of all sub-policy documents is delegated to BIOs Leadership team. Before approving any sub-policy, the Leadership team will consult with the BIO board or other groups as appropriate.

Each of the documents constituting the Information Security Policy will be reviewed annually. It is the responsibility of the Finance & Operations Director to ensure that these reviews take place. It is also the responsibility of the Finance & Operations Director to ensure that the policy set is and remains internally consistent.

Changes or additions to the Information Security Policy may be proposed by any member of staff to the Finance & Operations Director.

Any substantive changes made to any of the documents in the set will be communicated to all relevant personnel.

## Sub-Policy Document List

<b>Name</b>	<b>ID</b>
Business Continuity	ISP-02
Compliance	ISP-03
Outsourcing and Third Party Compliance	ISP-04
Human Resources	ISP-05
Operations	ISP-06
Information Handling	ISP-07
User Management	ISP-08
Acceptable Use	ISP-09
System Planning and Development	ISP-10
System Management	ISP-11
Network Management	ISP-12
Software Management	ISP-13
Mobile and Remote Working	ISP-14
Encryption	ISP-16
ResNet Acceptable Use	ISP-17
Investigation of Computer Use	ISP-18