



SECURITY AWARENESS TRAINING

Business Vitals' Security Awareness Training service educates your employees about the importance of protecting your company's physical and information assets. This service may be engaged for a number of reasons:

- You have several new employees who have never had any security awareness training.
- You want to implement a new Information Security Policy and you need for all of your employees to be trained on it.
- You want to create a new level of security awareness so your employees can help enforce compliance with your Information Security Policy.

It is a commonly accepted fact that a company's employees are its greatest security threats and also a most effective weapon in enforcing a company's information security policy.

Most companies require new employees to read the Security Policy included in an orientation manual and sign a form that states their commitment to abide by that policy and after orientation, the need for security awareness is never revisited. Security industry best practices suggest that mandatory security awareness training should be delivered to all employees at least annually to ensure the desired level of employee security awareness.

Engagement Objectives:

- The need to protect sensitive material and physical assets that employees may come in contact with.
- Employee and contractor responsibilities for handling sensitive information.
- Requirements for proper handling of sensitive material in physical form including marking, transmission, storage and destruction.
- Proper methods for protecting sensitive information on computer systems including password policy and password management.
- Computer security threats such as spyware, malware, phishing and social engineering.

- Workplace security including access control systems, security badges, reporting of breaches, forbidden articles, etc.
- Consequences of failure to properly protect company assets and information including financial liabilities to the company, damages to private individuals, loss of employment, civil and criminal penalties.

Benefits:

- Employees exhibit sound security practices in the workplace.
- Employees recognize and report potential security risks.
- Passwords are properly managed and not easily compromised.
- Documents containing confidential information are properly handled and disposed of.
- Unrecognized visitors are promptly challenged about presence in work areas.

Most Frequently Asked Questions (FAQ):

1. How do I engage Business Vitals to help me with security awareness training?
When you contact Business Vitals about security awareness training, a security consultant will meet with you to identify and understand your requirements, and draft a statement of work that accurately describes the work to be done. The statement of work will include a time line and the cost for performing the work. The consultant will review the statement of work with you to confirm that it accurately describes the work to be done, and after it is signed by both parties, the work is scheduled.
2. Who should be trained?
All employees from executive management to clerical staff who handle confidential or sensitive information in the performance of their jobs should be given security awareness training.
3. What does the training cover?
Each security awareness training engagement is customized to meet your requirements. Typical sessions cover topics like proper handling and disposal of sensitive documents, password management and acceptable use of IT assets, email and the Internet. Also covered are topics about Internet attacks, social engineering threats and the consequences of failure to comply with information security policy.
4. Why should we take on the time and expense to provide security awareness training?
Security industry statistics show that your employees are your greatest security risks because they know so much about the internal

operations of your company. They need to be continually reminded of the need for good security practices in the workplace.

5. How does my company benefit from security awareness training?
Employees who are properly training and continuously reminded of their obligations to exhibit good security practices can be your greatest asset in enforcing your company's information security policy. Sensitive and confidential information is properly handled and disposed of by employees who practice sound security habits. The risks of financial and legal liabilities that could result from the compromise of sensitive or confidential information are greatly reduced.

