

Security Awareness Program

A critical component of network and data security is the management of access ids, passwords and data by employees. Our Security Awareness Program will provide your company with a highly effective educational solution that promotes awareness of company policies and directly addresses the security issues associated with employee behaviors.

DESCRIPTION

A detailed and planned Awareness Program is essential to effectively communicate security issues and company policies. Employees need to be educated on the value of the organization's network and data, as well as the environmental and staff issues that jeopardize it today. Providing information and discussion on individual responsibilities can have a direct and positive impact on securing one of your more valuable assets – your network and data.

BENEFITS

Companies that develop Security Policies often fall short in communicating the policies to their employees. An Awareness Program will provide a planned approach to communicating policies and security issues. A successful and effective program is ongoing and offers timely information and reminders. It results in informed employees that recognize the value of your computing network and data, and encourages them to act responsibly in protecting these assets. A successful program also develops employees that are aware

of your company's position on acceptable usage.

Employees often receive computers with little or no training on security issues. Our Awareness Presentation provides employees training on things such as creating and managing secure passwords, sharing of access ids, appropriate storage of files, log off procedures and anti-virus protection.

METHODOLOGY

We utilize a tested methodology for assessing your company's security requirements and developing a Security Awareness Program that fits your budget and business needs. The methodology has been divided into various phases. At a minimum, status updates are provided to the client at the midway point and at the end of each phase to show the status against timelines and budgets. The client may choose all or a portion of the phases, as well as our Security Policy Services. The phases and key activities are as follows:

Analysis & Requirement Clarification

Through an interview process, we will identify and

review existing security policies, procedures and awareness program initiatives. Recommendations will be provided following the analysis phase. We will also identify key objectives for the program, as well as unique business issues that should be considered. A program owner must be identified and the individual or group that will participate in the Program Development and approval process.

Program Plan Development

We will develop a draft Program Plan complete with recommended activities and costs. The client can elect to pursue the entire program package or components thereof. Based upon the client selection, we will provide a rollout plan with development and implementation timelines and costs.

Security Policy Enhancements/ Development

Depending on the status of the Security Policies, it may be necessary to revise or develop Security Policies.

Material Development

Based upon the objectives, issues and company policies identified in the Analysis Phase, a presentation will be developed to highlight the objectives, and educate employees on security

issues and company policies. The presentation provides an opportunity for discussion, feedback and clarification of the issues and policies. We will provide a train-the-trainer service, so the presentations can be conducted internally. Mandatory attendance of an awareness program will provide support to a company and outline its disciplinary policy for non-compliance of Security Policies.

A security awareness program may include promotional material, newsletter or bulletin board articles, films, formal presentations, pamphlets and questionnaires. During this phase, all materials will be developed.

Security Awareness Program Rollout

Rollout will occur according to the plan defined in the Plan Development phase. During this phase, we provide services as requested by the client, including project management.

SUMMARY

We offer Security Policy and Security Awareness services that can be customized to meet the needs of your organization, regardless of size. These are critical components for securing your network and your data, as well as supporting the company in employee disciplinary suits.