Safety Hour Discussion Pack

Topic: Secure data and information
Ask yourself, is our data and information secure, could it be lost, stolen or damaged?

Purpose of the discussion:
To discuss why security is important and how we can be safe and secure online at work and at home.

Before the session, if you haven't already done so, complete the mandatory security training via Oracle ebusiness OLM by searching for 'information security'. This will give you more information and help you to answer questions raised during the discussion.

Kick-off the discussion:

Start the discussion by saying –

We are all aware of the monetary value of our equipment, electronic devices, tools and materials but do we consider the value of our data and information? How does changing the way we value our information influence how that information is stored, shared and deleted? Do we consider the safety implications? In this session we will discuss maintaining the security, integrity and availability of our data and how this could impact safety.

This Safety Hour is part of a series based around 8 questions we should ask ourselves in order to work securely and understand the security policy and standards. We want to avoid security breaches or incidents which could impact the safe operation of the railway and the safety of our colleagues and customers.
Find out more about the 8 asks here: http://oc.hiav.networkrail.co.uk/SITES/SEC_CHAMPS/

home safe plan

Ask yourself · Ask security

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Discussion points: Use below to plan your facilitated discussion. Remember, you don't have to have all the answers – the role of the facilitator is to create an engaging discussion where everyone identifies and commits to solutions.	
Discussion points	**Supporting notes**
What do we mean by data and information?	**We use information and data every day to run our business and infrastructure.** Do we consider the value, sensitivity and impact of the information we use and create? What information do you need to do your job? What sensitive, valuable or safety critical information do you have or need access to? Do you take steps to keep that access and information secure and safe? **Securing our information means protecting it to maintain its integrity and availability and also keeping it for it's intended audience only**. This is particularly important for safety critical information. **Key messages here are:** • We can't do our jobs or operate our railway safely without creating and sharing information • Our information is valuable and has an impact so should be controlled securely
Why do we need to protect our data and information?	**How could a breach of security have an impact on safety?** Security is a shared responsibility and we should all consider the threat of malicious activity from theft to terrorism. Affecting the network and safety of our people. Information which may seem unimportant or not a security or safety risk to us could be exploited by people attempting to disrupt our network or cause harm to our colleagues and customers. **Have we thought about this before? Do we consider security when making decisions about how we manage our information? Making sure it's only available to those who need to know? And how it could affect our safety?**

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Why do we need to protect our data and information?	**Our personal well being is also an important factor in our ability to work safely. What could be the impact of the following examples –** • Documents relating to a grievance seen by the people involved? • Information about pay being seen or shared? • Sensitive personal information being known and/or discussed, gender identity, sexuality etc? • Records on sickness or special adjustments? If these were shared, would if affect the health, wellbing and safety of those involved? **How could inaccurate or unavailable data also directly impact safety?** • Inaccurate data in Ellipse? • Information on possesions? • Maintenance or improvements based on incorrect information? Wasting money that could be spent on safety? • Any other examples? **Key messages here are:** • Consider security and safety in relation to the information we work with. • Information may not seem like a security or safety risk to you but it could be exploited in the wrong hands. • Personal well being can impact our ability to work safely, treat information relating to colleagues how you would like your own information treated. • Not protecting information can affect our safety.
How do we secure our information?	**The variety of ways in which we store and share information means we need to protect them in different ways, at rest, in motion and disposal.**

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How do we secure our information?	**How good are we at -** • using strong passwords to control access? • selecting a secure location and format to store documents and information? • classifying documents according to sensitivity? • Disposing of documents securely? • Being aware of those around us when having sensitive conversations in and out of our workplace? • Removing a colleague's access when they leave or move jobs? **Walking around our workplace what information is accessible? Are documents left on desks? USBs not stored away? Laptops left unlocked? What conversations could someone overhear?** **From this discussion, are there processes or behaviours we can improve?** **Key messages here are:** • All information should be managed so it is only ever available to the intended audience • Consider the safety impact of someone unauthorised accessing or altering our information • Close call security concerns and risks. • Any questions? Contact asksecurity@networkrail.co.uk **Has everyone completed their mandatory security training?** This can be done using the 'Information Security – Discussion Pack' Safety Hour on Safety Central, via a briefing by your line manager or completing the elearning using Oracle e-business

Safety hour based on one of the 8 Ask Yourself security questions.
Select those most relevant to you and if you have any questions or concerns about security or delivering this safety hour please get in touch.
Contact AskSecurity@networkrail.co.uk or search 'Security' on connect.
Use #AskSecurity to visit the Information Security group on Yammer.

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