

BEDFORDSHIRE AND LUTON FIRE AND RESCUE SERVICE

**INFORMATION SECURITY POLICY STATEMENT**

**Revision date: 28.9.01**

---

**SUMMARY**

The objective of information security (infosec) is to ensure the continuing of the Authority's business and to minimise disruption to our operation by preventing and reducing the impact of security incidents.

---

**INFORMATION SECURITY POLICY STATEMENT**

- The purpose of the policy is to protect the Authority's information assets from all threats, whether internal or external, deliberate or accidental. Information includes data stored on computers and by other means, as well as data transmitted electronically, printed on paper and the spoken word.
- The Authority will ensure that:
  - Information will be protected against unauthorised access.
  - Confidentiality will be assured and valuable or sensitive information will be protected from unauthorised disclosure or intelligible interruption.
  - Integrity of information will be maintained, safeguarding the accuracy and completeness of information against unauthorised modification.
  - All regulatory and legislative requirements for record keeping will be met.
  - Business continuity plans will be produced, maintained and tested.
  - Appropriate information security training will be available to all staff.
  - All breaches of information security, actual or suspected, will be reported to, and investigated by, the Information Security Officer (InfosecO).
- Standards will be produced to support the policy. These will include virus and access controls, passwords and network security.
- Business requirements for the availability of information and information systems will be formulated and met.
- The role of the Information Security Officer (InfosecO) will be assigned to the Information Systems Manager (ISM), who will have direct responsibility for maintaining the Policy and providing advice and guidance on its implementation.
- All managers are directly responsible for implementing the policy within their business areas and for adherence by their staff.
- It is the responsibility of each employee to adhere to the policy.

J Singh BA (Hons) MIFireE  
Chief Fire Officer

Date.....