

# Personnel Security:

## An ongoing responsibility

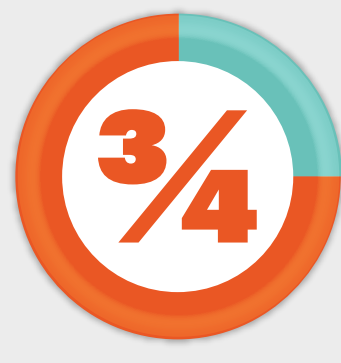
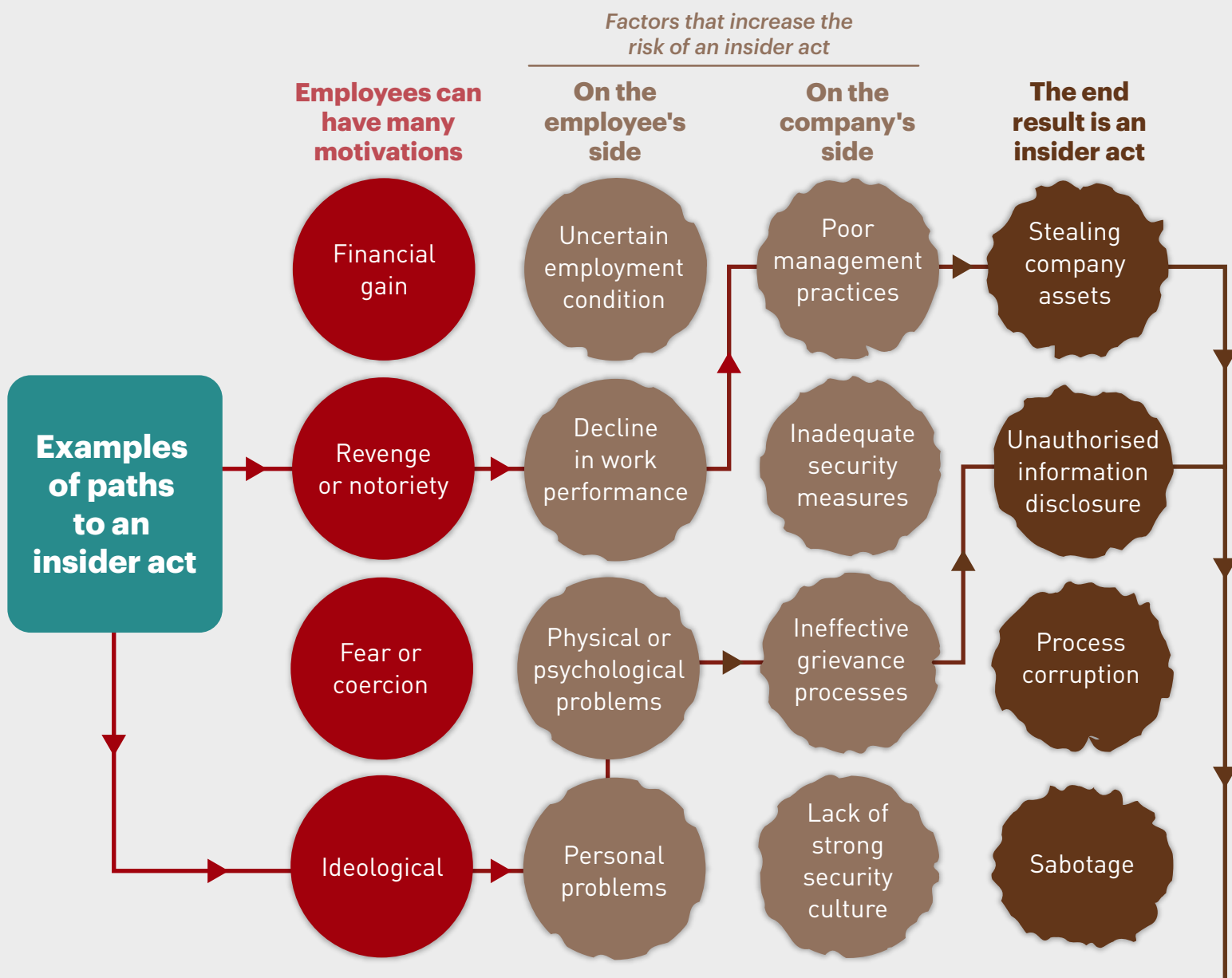
Understanding insider threats – and minimising the risk

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### ANYONE WITH ACCESS CAN BE AN INSIDER

Companies aim to recruit trustworthy staff. But people can change.



of insider acts in NPSA's Insider Data Collection Study were carried out by employees who had no malicious intent when joining the organization but **whose loyalties changed after recruitment**

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### PREVENTING INSIDER ACTS

Simple measures can help reduce security vulnerabilities

**Vulnerabilities** → **Measures**

Security containers not closed or locked



**Enforce a clear DESK POLICY:** lock unattended documents, keys and valuable securely

Passwords shared among colleagues



**Keep PASSWORDS PRIVATE.** Change compromised passwords immediately

Computer terminals left unlocked



**LOCK COMPUTER TERMINALS** when employees are away from their desk

Sensitive information left unsupervised



**SHRED, pulp or incinerate SENSITIVE DOCUMENTS** when no longer required

Access restrictions not enforced



**ROLE-BASED ACCESS** to sites, zone areas within the sites, and corporate IT systems

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### SECURITY: everyone's responsibility

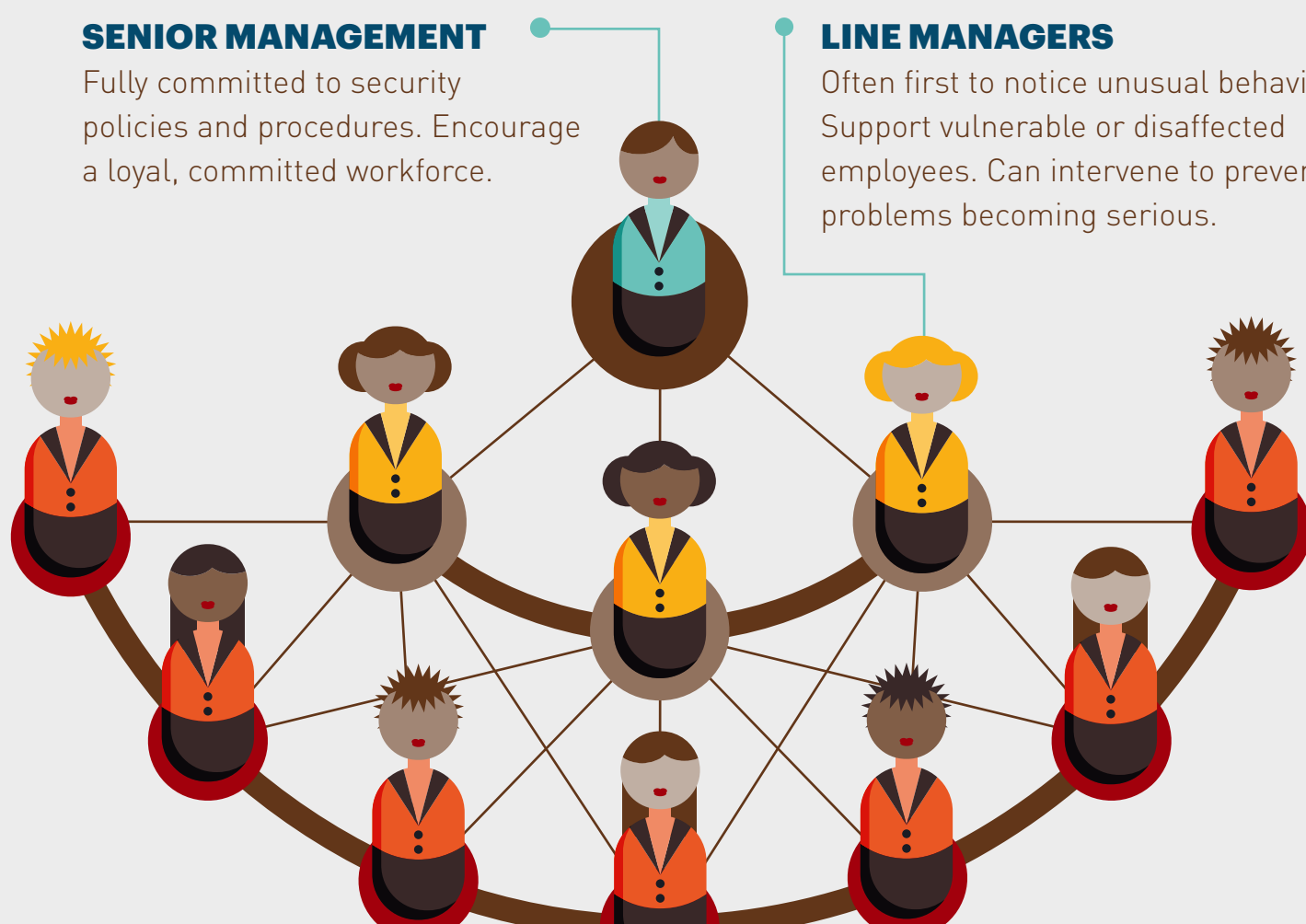
Building a strong security culture means getting everyone on board

#### SENIOR MANAGEMENT

Fully committed to security policies and procedures. Encourage a loyal, committed workforce.

#### LINE MANAGERS

Often first to notice unusual behaviour. Support vulnerable or disaffected employees. Can intervene to prevent problems becoming serious.



#### EMPLOYEES

Fully aware of security responsibilities. Receive security induction and refresher training. Can access confidential reporting system.

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### THE PERFECT PERSONNEL POLICY?

The details vary by organisation, but effective personnel policies have the following hallmarks:

#### CLEAR

Explain policies to employees, ensure they are accessible, usable and understood.

#### CONSISTENT

Ensure procedures are transparent and enforced consistently and effectively.

#### CONSULTED ON

Seek professional advice when implementing or amending ongoing personnel security measures.



National Protective Security Authority

**For more information on personnel security:**

Refer to NPSA guidance

"Ongoing Personnel Security: a good practice guide"

Downloadable from [www.npsa.gov.uk](http://www.npsa.gov.uk)