

# London School of Economics & Political Science

IMT

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## Policy

### Information Security Policy

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Information Security Manager

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## Foreword to the Information Security Policy

The current era, often referred to as the “information age”, has seen human beings generate, store and exchange information at an unprecedented rate. It has profoundly altered the terms by which we interact with each other, not just as individuals, but also within and between institutions, societies and nations.

We have accrued great benefits from this new era, but it brings with it profound challenges in the areas of security and privacy, which have been reflected in the growth of legislation around the globe concerning the holding of information.

As a leading higher education institution committed to both high quality teaching and research, LSE has an ethical, legal and professional duty to ensure that the information it holds conforms to the principles of confidentiality, integrity and availability; in other words, that the information we hold or are responsible for is safeguarded where necessary against inappropriate disclosure; is accurate, timely and attributable; and is available to those who should be able to access it.

The Information Security Policy below provides the framework by which we take account of these principles. Its primary purpose is to enable all LSE staff and students to understand both their legal *and* ethical responsibilities concerning information, and empower them to collect, use, store and distribute it in appropriate ways.

This policy is the cornerstone of LSE’s on-going commitment to enhance and clarify our information security procedures. It has, in consequence, my full support, and I ask all LSE staff and students to read it and abide by it in the course of their work.

Professor Craig Calhoun  
Director  
London School of Economics and Political Science  
July 2013



# 1 Introduction

The confidentiality, integrity and availability of information, in all its forms, are critical to the on-going functioning and good governance of LSE. Failure to adequately secure information increases the risk of financial and reputational losses from which it may be difficult for LSE to recover.

This information security policy outlines LSE's approach to information security management. It provides the guiding principles and responsibilities necessary to safeguard the security of the School's information systems. Supporting policies, codes of practice, procedures and guidelines provide further details.

LSE is committed to a robust implementation of Information Security Management. It aims to ensure the appropriate confidentiality, integrity and availability of its data. The principles defined in this policy will be applied to all of the physical and electronic information assets for which the LSE is responsible.

LSE is specifically committed to preserving the confidentiality, integrity and availability of documentation and data supplied by, generated by and held on behalf of third parties pursuant to the carrying out of work agreed by contract in accordance with the requirements of data security standard ISO 27001.

## 1.1 Purpose

The primary purposes of this policy are to:

1. Ensure the protection of all LSE information systems (including but not limited to all computers, mobile devices, networking equipment, software and data) and to mitigate the risks associated with the theft, loss, misuse, damage or abuse of these systems.
2. Make certain that users are aware of and comply with all current and relevant UK and EU legislation.
3. Provide a safe and secure information systems working environment for staff, students and any other authorised users.
4. Ensure that all users understand their own responsibilities for protecting the confidentiality and integrity of the data that they handle.
5. Protect LSE from liability or damage through the misuse of its IT facilities.
6. Respond to feedback and update as appropriate, initiating a cycle of continuous improvement.

## 1.2 Scope

This policy is applicable to, and will be communicated to, all staff, students, other members of the School and third parties who interact with information held by the LSE and the information systems used to store and process it. This includes, but is not limited to, any systems or data attached to the LSE data or telephone networks, systems managed by LSE, mobile devices used to connect to LSE networks or hold LSE data, data over which LSE holds the intellectual property rights, data over which LSE is the data owner or data custodian, communications sent to or from the LSE.

## 1.3 Definitions

**LSE Data**, for the purposes of this policy, is data owned, processed or held by LSE, whether primary or secondary, irrespective of storage location. It is used interchangeably with the term 'information'.



## 2 Policy

### 2.1 Information security principles

The following information security principles provide overarching governance for the security and management of information at LSE.

1. Information should be classified according to an appropriate level of confidentiality, integrity and availability (see *Section 2.3. Information Classification*) and in accordance with relevant legislative, regulatory and contractual requirements and LSE policy (see *Section 2.2. Legal and Regulatory Obligations*).
2. Staff with particular responsibilities for information (see *Section 3. Responsibilities*) are responsible for ensuring the classification of that information; for handling that information in accordance with its classification level; and for any policies, procedures or systems for meeting those responsibilities.
3. All users covered by the scope of this policy (see *Section 1.2. Scope*) must handle information appropriately and in accordance with its classification level.
4. Information should be both secure and available to those with a legitimate need for access in accordance with its classification level.
5. Information will be protected against unauthorized access and processing in accordance with its classification level.
6. Breaches of this policy must be reported (see *Sections 2.4. Compliance* and *2.5. Incident Handling*).

### 2.2 Legal & Regulatory Obligations

The London School of Economics has a responsibility to abide by and adhere to all current UK and EU legislation as well as a variety of regulatory and contractual requirements.

A non-exhaustive summary of the legislation and regulatory and contractual obligations that contribute to the form and content of this policy is provided in *Appendix A*. Related policies will detail other applicable legislative requirements or provide further detail on the obligations arising from the legislation summarised below.

### 2.3 Information Classification

The following table provides a summary of the information classification levels that have been adopted by LSE and which underpin the 8 principles of information security defined in this policy. These classification levels explicitly incorporate the Data Protection Act's (DPA) definitions of *Personal Data* and *Sensitive Personal Data*, as laid out in LSE's *Data Protection Policy*, and are designed to cover both primary and secondary research data. Detailed information on defining information classification levels and providing appropriate levels of security and access is provided in the [Data Classification Standard](#).

Information may change classification levels over its lifetime – for instance, student grades may be classed as Confidential prior to release, but become Public after release.

Security Level	Definition	Examples	FOIA2000 / DPA1998 status
1. Confidential	Normally accessible	DPA-defined <i>Sensitive personal data</i> (racial/ethnic origin, political opinion, religious	Subject to significant scrutiny

	only to specified members of LSE staff	beliefs, trade union membership, physical/mental health condition, sexual life, criminal record) including as used as part of primary or secondary research data;  individuals' bank details;  passwords;  large aggregates of personally identifying data (>1000 records) including elements such as name, address, telephone number.	in relation to appropriate exemptions/ public interest and legal considerations.
2. Restricted	Normally accessible only to specified members of LSE staff or the student body	DPA-defined <i>Personal Data</i> (information that identifies living individuals including home / work address, age, telephone number, schools attended, photographs);  reserved committee business;  draft reports, papers and minutes;  systems.	Subject to significant scrutiny in relation to appropriate exemptions/ public interest and legal considerations.
3. Internal Use	Normally accessible only to members of LSE staff and the student body	Internal correspondence,  final working group papers and minutes,  committee papers,  information held under license	Subject to scrutiny in relation to appropriate exemptions/ public interest and legal considerations
4. Public	Accessible to all members of the public	Annual accounts,  minutes of statutory and other formal committees,  pay scales etc.  Information available on the LSE website or through the LSE's Publications Scheme.	Freely available on the website or through the LSE's Publication Scheme.

## 2.4 Compliance, Policy Awareness and Disciplinary Procedures

Any security breach of LSE's information systems could lead to the possible loss of confidentiality, integrity and availability of personal or other confidential data stored on these information systems. The loss or breach of confidentiality of personal data is an infringement of the Data Protection Act (1998), contravenes LSE's Data Protection Policy, and may result in criminal or civil action against LSE. The loss or breach of confidentiality of contractually assured information may result in the loss of business, financial penalties or criminal or civil action against LSE. Therefore it is crucial that all users of the School's information systems adhere to the Information Security Policy and its supporting policies as well as the [Information Classification Standards](#).

All current staff, students and other authorised users will be informed of the existence of this policy and the availability of supporting policies, codes of practice and guidelines.

Any security breach will be handled in accordance with all relevant School policies, including the *Conditions of Use of IT Facilities at the LSE* and the appropriate disciplinary policies.

## 2.5 Incident Handling

If a member of the School (staff or student) is aware of an information security incident then they must report it to the Information Management and Technology Service Desk at [IT.ServiceDesk@lse.ac.uk](mailto:IT.ServiceDesk@lse.ac.uk) or telephone 020 7107 5000.

If necessary, members of the School can also use LSE's Whistle Blowing (Public Interest Disclosure) policy (see <http://www2.lse.ac.uk/intranet/staff/brightIdeas/haveYourSay/whistleBlowing/Home.aspx>.)

## 2.6 Supporting Policies, Codes of Practice, Procedures and Guidelines

Supporting policies have been developed to strengthen and reinforce this policy statement. These, along with associated codes of practice, procedures and guidelines are published together and are available for viewing on LSE's website. All staff, students and any third parties authorised to access LSE's network or computing facilities are required to familiarise themselves with these supporting documents and to adhere to them in the working environment.

Supporting policies may be found at:

<http://www.lse.ac.uk/intranet/LSEServices/IMT/about/policies/home.aspx>

## 2.7 Review and Development

This policy, and its subsidiaries, shall be reviewed by the Information Security Advisory Board (ISAB) and updated regularly to ensure that they remain appropriate in the light of any relevant changes to the law, organisational policies or contractual obligations.

Additional regulations may be created to cover specific areas.

ISAB comprises representatives from all relevant parts of the organisation. It shall oversee the creation of information security and subsidiary policies.

The Information Security Manager will determine the appropriate levels of security measures applied to all new information systems

## 3 Responsibilities

### **Members of LSE:**

All members of LSE, LSE associates, agency staff working for LSE, third parties and collaborators on LSE projects will be users of LSE information. This carries with it the responsibility to abide by this policy and its principles and relevant legislation, supporting policies, procedures and guidance. No individual should be able to access information to which they do not have a legitimate access right. Notwithstanding systems in place to prevent this, no individual should knowingly contravene this policy, nor allow others to do so. To report policy contraventions, please see *Section 2.5: Incident Handling*

### **Data Owners / Guardians:**

Many members of LSE will have specific or overarching responsibilities for preserving the confidentiality, integrity and availability of information. These include:

#### ***Principal Investigators / Project administrators:***

Responsible for the security of information produced, provided or held in the course of carrying out research, consultancy or knowledge transfer activities. This includes ensuring that data is appropriately stored, that the risks to data are appropriately understood and either mitigated or explicitly accepted, that the correct access rights have been put in place, with data only accessible to the right people, and ensuring there are appropriate backup, retention, disaster recovery and disposal mechanisms in place.

#### ***Heads of Departments, Divisions, Centres:***

Responsible for the information systems (e.g. HR/ Registry/ Finance) both manual and electronic that support LSE's work. Responsibilities as above (for *Principal Investigators / Project administrators*).

#### ***Departmental managers / Line managers:***

Responsible for specific area of LSE work, including all the supporting information and documentation that may include working documents/ contracts/ staff or student information.

### **Head of Research Division**

Signs off LSE research contracts and is responsible for providing the assurance that any mandated security measures for research data are met.

### **School Secretary**

Responsible for LSE compliance with the Data Protection Act

### **Records Manager**

Responsible for LSE's Data Protection Policy, data protection and records retention issues.

### **IMT, Library IT and STICERD IT Staff:**

Responsible for ensuring that the provision of LSE's IT infrastructure is consistent with the demands of this policy and current good practice.

### **Head of Security:**

Responsible for physical aspects of security and will provide specialist advice throughout the LSE on physical security issues.

### **Information Security Manager:**

Responsible for this and subsequent information security policies and will provide specialist advice throughout the School on information security issues.

### **Information Security Advisory Board**

Responsible for the advising on and recommending information security policies to the Information Technology Committee, assessing information security risks, identifying and implementing controls to risks.

### **Information Technology Committee**

Responsible for approving information security policies.



# Document control

## Distribution list

Name	Title	Department
Nick Deyes	Director of Information Management Technology	IMT
Information Security Advisory Board (ISAB)		
Information Technology Committee (ITC)		

## External document references

Title	Version	Date	Author
Data Protection Policy	2.3	04/12/13	Dan Bennett
ISO/IEC 27001:2013		01/10/2013	ISO/IEC

## Version history

Date	Version	Comments
12/03/13	3.0	Created single point of contact for incident reporting. Version approved by ITC 11/03/13.
08/07/13	3.1	Incorporated foreword by Professor Craig Calhoun, LSE Director.
15/05/15	3.5	Restructured version for review by ISAB
30/06/15	3.6	Submitted to ITC 30/06/15. Endorsed.
01/07/15	3.7	Minor correction as required by ITC
07/09/15	3.8	Update to incorporate LSE's Prevent duties as outlined in the Statutory Guidance to the Counter-Terrorism and Security Act 2015. Submitted to ISAB
06/11/15	3.9	Corrections to section 4.9 as requested by ISAB
16/11/15	3.10	Amendments to section 4.9 as suggested by the Director of Government Relations 3.11. Release version submitted to ITC 07/12/15. Endorsed.
09/12/15	3.11	Minor update to 2.3 reflecting the fact that the classification of information can change over its lifecycle

## Review control

Reviewer	Section	Comments	Actions agreed
ITC	2.3	Information Classification: 'Internal Use' data should be accessible to members of LSE staff <i>and</i> the student body, not <i>or</i> .	Correction made.
ISAB	4.9	Corrected reference mistake: 'higher' <i>not</i> 'further' education.	Correction made
ISAB	4.9	LSE does not have a duty to 'protect' its members against being drawn into terrorism, but it must have due regard to the need to prevent its members being drawn into terrorism.	Correction made

Robin Hoggard (Director of Government Relations)	4.9	Further updates to point out LSE must balance its existing legal commitments (including to freedom of speech) with its Prevent duties	Correction made
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## 4 Appendix A: Summary of relevant legislation

### 4.1 The Computer Misuse Act 1990

Defines offences in relation to the misuse of computers as:

1. Unauthorised access to computer material.
2. Unauthorised access with intent to commit or facilitate commission of further offences.
3. Unauthorised modification of computer material.

### 4.2 Data Protection Act 1998

Provides a safeguard for personal privacy in relation to computerised or other systematically filed information; it regulates the use of *personal data* meaning information about living human beings. It is an offence to process personal data except where they are:

1. Fairly and lawfully processed
2. Processed for limited purposes
3. Adequate, relevant and not excessive
4. Accurate and up to date
5. Not kept for longer than is necessary
6. Processed in line with your rights
7. Secure
8. Not transferred to countries outside the EEA without adequate safeguards

LSE has a [Data Protection Policy](#) which further governs the use of personal data.

### 4.3 The Freedom of Information Act 2000

The Freedom of Information Act 2000 (FOIA2000) is a general right of public access to all types of recorded information held by public authorities in order to promote a culture of openness and accountability.

### 4.4 Regulation of Investigatory Powers Act 2000

The Regulation of Investigatory Powers Act 2000 regulates the powers of public bodies to carry out surveillance and investigation. It covers the interception and use of communications data and can be invoked in the cases of national security, and for the purposes of detecting crime, preventing disorder, public safety and protecting public health.

### 4.5 Defamation Act 1996

“Defamation is a false accusation of an offence or a malicious misrepresentation of someone's words or actions. The defamation laws exist to protect a person or an organisation's reputation from harm.”<sup>i</sup>

### 4.6 Obscene Publications Act 1959 and 1964

The law makes it an offence to publish, whether for gain or not, any content whose effect will tend to “deprave and corrupt” those likely to read, see or hear the matter contained or embodied in it. This could include images of extreme sexual activity such as bestiality, necrophilia, rape or torture.”<sup>ii</sup>

<sup>i</sup> “Defamation”, *Paradigm*, (2008) <http://www.paradigm.ac.uk/workbook/legal-issues/defamation.html> [accessed 01/05/15]

<sup>ii</sup> “Obscene Publications Act 1959 and 1964”, *Internet Watch Foundation*, <https://www.iwf.org.uk/hotline/the-laws/criminally-obscene-adult-content/obscene-publications-act-1959-and-1964> [accessed 01/05/15]

## 4.7 Protection of Children Act 1978, Criminal Justice Act 1988, Criminal Justice and Immigration Act 2008

*The Protection of Children Act 1978 prevents the exploitation of children by making indecent photographs of them and penalises the distribution and showing of such indecent photographs.* Organisations must take appropriate steps to prevent such illegal activities by their workers using their digital systems and networks.

The definition of ‘photographs’ include data stored on a computer disc or by other electronic means which is capable of conversion into an image.

It is an offence for a person to [...] distribute or show such indecent photographs; or to possess such indecent photographs, with a view to their being distributed or shown by himself or others.

Section 160 of the Criminal Justice Act 1988 made the simple possession of indecent photographs of children an offence. Making an indecent image of a child is a serious arrestable offence carrying a maximum sentence of 10 years imprisonment. Note: The term "make" includes downloading images from the Internet and storing or printing them out.<sup>iii</sup>

## 4.8 Terrorism Act 2006

The Terrorism Act 2006 makes it an offence to write, publish or circulate any material that could be seen by any one or more of the persons to whom it has or may become available, as a direct or indirect encouragement or other inducement to the commission, preparation or instigation of acts of terrorism.

It also prohibits the writing, publication or circulation of information which is likely to be useful to any one or more persons in the commission or preparation of terrorist acts or is in a form or context in which it is likely to be understood by any one or more of those persons as being wholly or mainly for the purpose of being so useful.

In addition, it prohibits the glorification of the commission or preparation (whether in the past, in the future or generally) of terrorist acts or such offences; and the suggestion that what is being glorified is being glorified as conduct that should be emulated in existing circumstances.

## 4.9 Counter-Terrorism and Security Act 2015 – Statutory Guidance

The statutory guidance accompanying the Counter-Terrorism and Security Act 2015 (Prevent duty guidance for higher education institutions in England and Wales [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/445916/Prevent\\_Duty\\_Guidance\\_For\\_Higher\\_Education\\_\\_England\\_\\_Wales\\_.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445916/Prevent_Duty_Guidance_For_Higher_Education__England__Wales_.pdf)) requires LSE to have “due regard to the need to prevent people from being drawn into terrorism.” The Act imposes certain duties under the *Prevent* programme, which is aimed at responding to “the ideological challenge we face from terrorism and aspects of extremism, and the threat we face from those who promote these views.” The *Prevent* programme also aims to provide “practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support”. LSE must balance its existing legal commitments to uphold academic freedom and (under the Education (No. 2) Act 1986) freedom of speech within the law against the new *Prevent* duty, and seek to ensure that its IT facilities are not used to draw people into terrorism.

<sup>iii</sup> “Protection of Children Act 1978 (and 1999)”, *EURadar* (2011), <http://eradar.eu/protection-of-children-act-1978/> [accessed 01/05/15]