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Your ref:  
Our ref: RFI 5900  
Date: 8<sup>th</sup> November 2013

## REQUEST FOR INFORMATION: ICT SECURITY

Thank you for your request for information, which we received on 11 October 2013. As you know, we have handled your request under the Freedom of Information Act 2000 (FOIA).

Following careful consideration, we have decided not to disclose some of this information.

I enclose the information you requested for the department which can be disclosed.

You asked that where it is practical to do so that we also provide information for any executive agencies or public bodies that the department is responsible for, on an organisation-by-organisation basis. Unfortunately, it is not practical to provide this for each of Defra's executive agencies and public bodies as Defra works with 38 of these in total. (ref: <https://www.gov.uk/government/organisations> ).

### 1. Current security policies or documents outlining expected / required employee use of departmental ICT (e.g. around devices, networks / internet, behaviour)

Attached is the "Defra Network: Policy on the Acceptable Use of Defra Facilities and ICT Systems" (AUP) which outlines expected /required employee use of departmental ICT.

Some of the information within the attached policy document is being withheld as it falls under the exemption in section 40(2) of the FOIA, which enables personal data to be withheld if disclosure would breach the Data Protection Act 1998.

### 2. Information on training given to employees on security practices related to ICT

The AUP references a number of supporting documents produced by Defra for staff to learn more about ICT Security policy.



- Staff are required at regular intervals to confirm they have read and understood the Personal Commitment Statement (PCS). The PCS sets out the key behaviours included within the AUP.
- The Defra Code of Conduct includes sections on Security & Property of Defra, Computer Systems and Data Handling, and is required reading for new employees
- Defra's Social Media Guidance has been recently updated in line with Cabinet Office guidance and has been advertised on the department's intranet

Some other training / awareness raising activity given to employees not listed in the AUP:

- All staff are expected to annually complete the "Responsible for Information" online training provided through Civil Service Learning.
- ICT Security messages are included within Defra's planned monthly schedule of wider Security updates for staff, delivered through a variety of methods including Notices and Newsletters on the staff intranet, poster campaigns, desk aids and team briefings.
- Security messages direct staff to more detailed guidance on ICT policies which is included on Defra's intranet.
- Staff issued with new laptops are provided with a handout on ICT security
- ICT Security is included in presentations and documentation provided to new staff as part of the induction process.

### 3. The number and type of breaches by staff to ICT security policy in last 12 months

Type of breach	Number of cases 12/10/2012 to 11/10/2013
Incorrect handling of protectively marked material	4

### 4. Frameworks provided to ICT suppliers in regards to security requirements

The Model ICT Contract and Guidance for ICT Services can be found on the following website:

[http://webarchive.nationalarchives.gov.uk/20110601212617/http://www.ogc.gov.uk/policy\\_and\\_standards\\_framework\\_model\\_ict\\_contract.asp](http://webarchive.nationalarchives.gov.uk/20110601212617/http://www.ogc.gov.uk/policy_and_standards_framework_model_ict_contract.asp)

The 'Security Policy Framework' (SPF) lays out the principles and approaches that Government applies to protective security. All ICT suppliers to government are required to meet these requirements. This is accessible via the Cabinet Office website:

<http://www.cabinetoffice.gov.uk/resource-library/security-policy-framework>

Any queries on this section should be addressed to the Government Procurement Service.

In keeping with the spirit and effect of the FOIA, and in keeping with the government's Transparency Agenda, all information is assumed to be releasable to the public unless exempt. Therefore, the information released to you will now be published on [www.gov.uk](http://www.gov.uk) together with any related information that will provide a key to its wider context. Please note that this will not include your personal data.

I attach Annex A, which explains the copyright that applies to the information being released to you.

I also attach Annex B giving contact details should you be unhappy with the service you have received.

If you have any queries about this letter, please contact me.

Yours

[Redacted signature block]