



## Reporting Security Concerns:

It is essential that individuals understand how to report a security incident. Security incidents should be reported quickly through the appropriate channel so that they can be dealt with in a swift, consistent and professional manner.

All information security incidents, which include's physical, personnel and information assurance are within scope.

A security incident is defined as 'non-compliance with security policies and procedures, or any fact or event which you think could affect the organisation's personnel, physical and/or information security'.

### Security Incident Team (SIT)

Persons responsible for site security are:

Graham Barker

Joanna Dunmill

Colin Dunmill

Andrew Barker

The SIT is responsible for:

- assessing the reported incident and contacting the person who has logged the call to find out more detail before deciding on the appropriate action (if necessary)
- determining who will lead the investigation, if one is required
- examining all of the individual resolution plans submitted by the various representatives involved with remedying the incident and drawing these plans together into a single action plan to ensure that all actions are taken at the appropriate time
- passing the call to the appropriate area for action or closure if an investigation is not needed or it is not considered a security incident
- recording all actions on a timeline record to outline progress made against the action plan and creating a lessons learned paper for implementation