Implement security procedures for digital systems

Overview

This standard is about protecting hardware, software and the data within an IT system against theft, malfunction and unauthorised access.

It involves managing the safety of yourself and others online by setting up the digital systems and organisational procedures that will establish and maintain the security and integrity of the digital workplace

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Performance criteria

You must be able to:

1. identify and review the organisational risks of digital systems to information, system and user security
2. contribute to the development of relevant organisational policy for digital user security and safeguarding
3. contribute to the development of relevant procedures for the safe and secure use of digital systems
4. contribute to the development of organisational policy for safe and secure
5. Internet use
6. manage protection of digital systems against malware and viruses
7. implement procedures to protect systems and data from loss or unauthorised use
8. update system security in line with manufacturer recommendations
9. implement appropriate guidelines for mobile device management

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Knowledge and understanding

You need to know and understand:

1. regulations, governing the security of IT systems including IT health and safety and good practice
2. the importance of IT asset management and testing in organisations
3. how to protect personal computer systems against virus and malware attack
4. how to recognise a range of different attempts to compromise security
5. how to minimise unwanted internet traffic including pop-ups, adverts, unsolicited messages and images
6. the role of encryption, digital signatures and signed code
7. the importance of maintaining business continuity through periods of disruption of systems or services
8. different methods employed for user authentication and authorisation
9. issues around the environmental and ethical use of IT
10. where to find information on the security features of the digital system in use and how to configure and enhance device security
11. low-level hardware and firmware features that protect against viruses and malware

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