



Information Security Policy and Disaster Recovery Plan Service

Concerned about the security of the data stored on your servers?

There are several legal and tax requirements for the retention, availability and integrity of company records. A large percentage of these records are stored as electronic files and can be in the form of databases, spreadsheets, emails or even instant messaging conversations. There have been numerous cases in which companies were either unable to provide company data requested by the authorities or where records were inadvertently altered by malicious users.

What's the solution?

Maintaining the availability, integrity and confidentiality of your digital information requires a framework in which definitions are provided regarding access permissions, access methods, data security and data recovery processes in the event of a disaster.

System Sense will design and write your information security policy to define what security measures exist in your environment. We will provide your IT acceptable usage policy and design, and write your disaster recovery plan.

Your policies will provide standards on how IT is to be used in your environment, define user access and list the disaster recovery processes.

The implementation of such policies puts you in a position to control unexpected situations.

What do we deliver?

- Information security policies for your internet, wide area network and wireless environment.
- Information security incident response procedure.
- Disaster recovery plan, roles and responsibilities.
- IT Acceptable Usage Policy.

Why us?

System Sense has had experience with business systems for several years. To ensure the best support we have partnered and work with the major vendors. In addition, we have implemented a customised service delivery *Lifecycle* using industry best practice and recognised project management processes.

Where to next?

Visit our website to learn more about our services, email or call us for further information. We will be available to provide you with references, case studies and examples of our work.

How much?

The price for this combined offering depends on the number of sites and the complexity of the environment, with prices starting from \$2,000.





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The following table lists the detailed deliverables and any additional services you may choose to include.

Deliverables	Detailed Components	Add-on Services
Information Security Policy	<p>The policies define:</p> <ol style="list-style-type: none"> 1. Internet / DMZ connectivity. 2. Wireless networking. 3. Remote access connectivity. 4. Physical security of Desktops / Laptops. 5. Physical security of Servers. 6. User Authentication. 7. Passwords and common user settings. 8. Compliance Process. 	<p>Once your security policies are in place, System Sense can perform security assessments and vulnerability tests to simulate the actions of a malicious individual. The benefit will be that any security holes will be addressed and your data will be tested against realistic but controlled scenarios.</p>
Information Security Incident Response Procedure	<p>This service includes the categorisation of the type of security incidents that may occur in your environment. Depending on the type of incident, different actions will be detailed to ensure that containment, eradication and recovery is well underway.</p>	<p>To be assured that the procedure stays up to date and all employees are aware of their responsibilities, we provide a training service that includes small scale testing of the response procedure and periodical updates.</p>
Disaster Recovery Plan	<p>This plan details the actions required to recover the business after a minor or major disaster has taken place. It explains the roles and responsibilities of employees in the recovery process and the specific actions required to recover each of the IT elements of the business (servers, network, applications etc).</p>	<p>System Sense recommends that the disaster recovery plan gets tested to familiarise employees with their responsibilities and minimise any confusion and delays during the recovery period.</p>
IT Acceptable Usage Policy	<p>This policy explains to employees how the company's information technology systems are to be used including authorised activities and what actions constitute breach of their employment contract.</p>	<p>System Sense can automate the process in which your employees verify that they agree to the policies prior to using the company's IT systems.</p>

