

				
<h2>BBC Information Security Policy</h2>				
DQ Status	Live	Policy		
DQ Content Authority	Controller IT (Keith Little)			
Contact(s) for Help	Head of Information Security (Julia Harris)			
Description	<p>Intended Audience: Global. This policy applies to all staff, and should be read alongside the Obligations for Users Policy and the Acceptable Use Policy.</p> <p>Use: This Information Security Policy applies to the BBC, all subsidiaries world-wide (except where more stringent rules on the part of local jurisdictions take precedence) and all other parties who are given access to BBC information and premises, including BBC staff, Business users, BBC Technology providers, independent producers, contractors, and agents. To be read in conjunction with the Obligations for Users Policy and Acceptable Use Policy. Available on bbc.co.uk through the IS section</p>			
DQ Reference	Version	Date	Last Reviewed	Next Review Due
is_01	07.00	26/09/2006	Sep 2006	Dec 2006
Key Words	Security, protection, information			
DQ Location	Internal: http://guidelines.gateway.bbc.co.uk/dq/broadcasting/policies.shtml External: http://www.bbc.co.uk/guidelines/dq/contents/information_security.shtml			

BBC Information Security Policy

The BBC relies on the integrity and accuracy of its information in order to deliver its required services under our charter. Everyone is aware of the importance of the accuracy of sources and derived material. Thus, the BBC wishes to protect the security of its employees, business processes, information, systems and property. The policy is to inform all employees and business users to enable the protection of the corporation's information assets for our audiences, online users, customers, commercial interests and for legal and regulatory requirements. Information assets include stills, moving pictures, audio clips, video clips, and their associated metadata, as well as files – both electronic and physical – applications, data and stored media.

This Information Security Policy applies to the BBC, all subsidiaries world-wide (except where more stringent rules on the part of local jurisdictions take precedence) and all other parties who are given access to BBC information and premises, including BBC staff, business users, BBC technology providers, independent producers, contractors, and agents.

Information Security requires directors to implement the following:

- To ensure departments adhere to policy and procedure to protect the integrity, confidentiality and availability of BBC information.
- To ensure that senior management take responsibility for the data in their areas, and ensure staff have job descriptions and time to perform defined security roles.
- To ensure staff do not tamper with security settings on equipment provided.
- To ensure security is considered at the start of any project.
- To only use accepted processes for attaching any equipment to any part of the BBC data network.
- To ensure procedures comply with relevant legal and regulatory requirements.
- To understand the risks associated with the data held, and arrange to mitigate risks to an appropriate level.
- To encourage cost effective security measures to be implemented, balancing risk against expenditure.
- To ensure that no critical processes can be subverted by a single individual or event by liaising with service providers.
- To ensure that individual accountability is maintained at all times. This uses individual identification, and passwords known only to the individual.
- To provide policy, standards and procedures that enforce the above requirements.

In addition, the BBC will work towards the ISO Code of Practice for IT Security, ISO 17799.

It is the responsibility of all Directors to ensure that appropriate resources are provided to implement this policy, and ensure that it is properly communicated and understood.

John Smith
COO

Authorised July 2005; Next review Dec 2006

Appendix A - Document History

Date	Version	Changes / Comments	Author
26/09/06	07.00	All policy statements replaced by authorised statement from Chief Operating Officer	R Preston Bell
24/03/05	06.00	All statements superseded by new Information Security Policy, the introduction to which becomes policy statement 08.	R Preston Bell
06/08/04	05.02	PDA registration requirement removed (policy IS_07) – implementation of CR04-031	Julia Harris
08/10/03	05.01	Updated Design Authority – Implementation of CR03-048	L.A. Carter
01/10/02	05.00	Issued version	L.A. Carter
19/08/02	04.01 (draft)	Creation of document and re-numbering policies following <ul style="list-style-type: none">removal of policies extracted from Policy Document and shown as related policiesnew policy transfer of " Encryption & de-encryption mechanisms must be approved by the Information Security Manager" policy from communication section following review of DQ contentremoval of repeated policy on Wireless Lans - now a related policy from the new topic Networks	L.A. Carter