



# Security Awareness

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## Background

*Security Awareness* is a new e-learning program designed to help you protect your most important assets – your people, your property and your data. It is important your staff understand their role.

*Security Awareness* aims to deal with this threat by educating your employees in proper security principals. This is achieved with a combination of information, interactive sequences and tests and quizzes. By completing *Security Awareness* your employees will understand how to identify and mitigate security risks within your organisation.

## Management features

*Security Awareness* is fully supported by PACE, Cardinus' powerful management module. Features include:

- Easy-to-use risk assessment scoring to help identify employees at risk.
- Tools to monitor training records and identify your employees who have successfully completed their training. PACE will also identify your employees who have not started or not completed their training.
- Advanced automated email capability to encourage participation.
- Task led approach to help you evidence how issues have been resolved.
- Charting and sophisticated statistical reporting.
- Fully SCORM compliant.



## OBJECTIVES

On completion of *Security Awareness* delegates will be able to:

- Help protect your information and information assets.
- Demonstrate the proper use of the internet and emails.
- Know how to classify information. What is secret, company confidential and for internal use.
- Understand the need for backing up data.
- Use passwords and to create a good, secure password.
- Recognise the difference between formal and informal exchanges.
- Demonstrate good safety practice when working away from the office.

## TOPICS COVERED

- An overview of workplace safety and data and security law
- How visitors and 'social engineering' can be a security risk.
- Emails, how they can be used for causing harm and why they are a security risk.
- Internet threats
- The risk of downloading files
- Data classification for Confidentiality, Integrity and Availability (CIA).
- Your company's backup policies.
- The protection and disposal of sensitive information
- The risks of informal exchanges
- The security risks when travelling or working outside of your normal workplace.

## COST

Security Awareness represents great value for money. Licences vary from £2 - £20 depending upon the number of delegates. Please call Cardinus for more details.