

NAT 4-5 ADMINISTRATION

Administrative Practices

Unit 1.4

Security of People, Property & Information

Name _____

Teacher _____

HOMEWORK



- 1 The reception area of an organisation plays a leading role in security. **Identify** and **describe** 3 security measures that can be taken by reception staff.

(a) _____

(b) _____



(c) _____

6

- 2 Throughout an organisation there may be areas which are 'off limits' to the public and customers etc. **Identify** and **describe** 3 methods an organisation can use to restrict access to these areas.

(a) _____



(b) _____

(c) _____

6

- 3 The following are 3 measures that organisations may use to protect property. **Describe** how each of these work.

Marking equipment with UV pens _____

Keeping a record of asset/serial numbers _____

Locking office doors and windows _____

3

- 4 Information may be paper based or electronic. **State** how the following 2 methods help keep paper based information secure?

Locking filing cabinets _____

Shredding documents _____

2

- 5 **Describe** how usernames and passwords can restrict access to information.



1

- 6 **List** 3 other methods of protecting information held on computer.

3

7 **State** what is meant by the term 'back-up'.

1

8 **Describe** how encryption can help protect data.

1

9 **Briefly describe** each of the following pieces of legislation aimed at protecting information.

The Data Protection Act 1998 _____

The Computer Misuse Act 1990 _____

The Copyright, Designs and Patents Act 1998 _____

6

- 10 Study the following list of responsibilities with regards to security of people, property and information. **Identify** those which are the responsibility of the employee and those which are the responsibility of the organisation.

	Responsibility of the employee	Responsibility of the organisation
They should provide staff with ID badges		
They should wear their ID badges at all times.		
They should sign out of the building when leaving and sign back in on their return.		
They should provide staff with a uniform		
They should keep all personal possessions locked away		
They should hire security guards to patrol the premises to protect the building		
They should provide lockers for staff to use		
They should install CCTV and ensure that areas within and outwith the building can be observed and recorded		
If they see someone without a badge in a secure area, ask to help him or her		
They can install a door entry system to restrict access to certain areas		
They should ensure all visitors are issued with an ID badge and that they have signed the visitor's book		
They should ensure that all windows and doors are locked before leaving the premises		
They should remind staff never to leave confidential information lying around		
They should provide a staff in/out book so that it is known who is in the building at all times		
They should not talk about confidential/sensitive information in hallways, lifts etc		
They should always log off/lock their computer if they have to leave their desk		
They should provide shredding facilities to help destroy confidential/sensitive information no longer needed		
They should never leave confidential/sensitive information lying on a printer/photocopier		
They should install anti-virus software to ensure that no computer virus can corrupt data		
They should provide staff with a username/password and remind them to change their password regularly		