
Managing Information Security Incidents Policy

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Summary guidance for HMIPS staff and Independent Prison Monitors (IPMs) when Managing Information Security Incidents, this procedure sets out what we need to do in the event of an incident.

The purpose of the procedure is to ensure that all incidents are reported in a timely manner in order to allow the incident, suspected incident, weakness or vulnerability to be risk assessed and swift action to be taken. This summary guidance outlines the key points of the procedure that HMIPS staff and Independent Prison Monitors (IPMs) should be aware of.

When should I report an information security incident?

If you know or suspect that an information security incident has occurred, or you are aware of weaknesses or vulnerabilities in processes and systems which could lead to an information security incident, you should report this to HMIPS staff soon as possible.

What information do I need to provide when I report an incident?

1. the nature of the incident/suspected incident/weakness or vulnerability
2. the information/systems that are involved
3. who is involved (for example users of the information/who the information is about)

What will HMIPS do?

If the incident involves a breach of the Data Protection Act, it may be necessary for HMIPS to suspend a HMIPS staff member or Independent Prison Monitor (IPM) pending a full investigation. HMIPS staff and Independent Prison Monitors (IPMs) involved in information security incidents will be expected to fully cooperate in any investigation.

It may also be necessary to inform the Information Commissioner's Office who may carry out an external investigation into the incident.