IS Event (Issue) Reporting Policy

Objective and Scope

The objective of this policy is to provide the opportunity and process for reporting observed or suspected events that put information security at risk.

The scope of event (issue) reporting covers all personnel regardless of employment or other status to have access to a reporting mechanism. This scope does not replace incident reporting or investigation, however it may lead to either or both activities as a result of an event report or observation.

Roles, Responsibilities and Authorities

A designated IT officer shall be nominated by the Operations DIrector to receive reports of suspected negative IS events and ensure they are reviewed, investigated as necessary and actioned in a timely manner.

Every person has an obligation to report observed or suspected events in a timely manner.

Legal and Regulatory

Title	Reference
Data Protection Act 2018	https://www.legislation.gov.uk/ukpga/2018/12/contents
General Data Protection Regulation (GDPR)	https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/
The Telecommunications (Lawful Business practice)(Interception of Communications) Regulations 2000	www.hmso.gov.uk/si/si2000/20002699.htm
The Privacy and Electronic Communications (EC Directive) Regulations 2003	www.hmso.gov.uk/si/si2003/20032426.htm
The Freedom of Information Act 2000	https://www.legislation.gov.uk/ukpga/2018/12/contents
Criminal Law Act 1967	https://www.legislation.gov.uk/ukpga/1967/58/introduction
The Copyright, Designs and Patents Act 1988	https://copyrightservice.co.uk/
Market Research Society Code of Conduct	https://www.mrs.org.uk/pdf/MRS-Code-of-Conduct-2019.pdf
Market Research Society Fair Data Principles	https://www.fairdata.org.uk/10-principles/

ISO 27001/2 REFERENCES	ISO 27001: 2013 Clause ID	ISO 27002: 2013 Annex A ID	ISO 27001: 2022 Clause ID	ISO 27002: 2022 Control ID
IS Event Reporting				6.8

Related Information

● Position Agreements or Position Descriptions

● Employment Contracts or Agreements

Policy

All personnel and users have a responsibility to report information security events/issues as quickly as possible in order to prevent or minimize the effect of information security incidents.

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Reportable situations

Reportable events include IS issues, suspected incidents, breaches and vulnerabilities.

- Identified lack of information security controls in place - a gap is the security of information systems

- Breach of confidentiality, integrity and availability CIA

- Human errors

- Non compliance with with policy and procedures creating an IS risk - either intentional or unintentional

- Physical security breach

- Change management that has created an IS risk

- System malfunctions

- Suspected malware infection

- Intentional breach or sabotage

- Vulnerabilities not previously identified

Reporting process

Reportable events include IS issues, suspected incidents, breaches and vulnerabilities. If in doubt, please report the event, it's never too insignificant. Don't try and validate or gain evidence, just simply report it!

Immediately you suspect an IS risk, vulnerability or a breach opportunity has or could occur:

- Alert your line manager.

- Raise a concern through preNet.

- Ring the Operations Director on extn 305 and explain what you have observed or suspect, OR

- Email the Operations Director at richi@previsionresearch.co.uk and explain what you have observed or suspect.

A nominated IT person will immediately review the information you've provided and may contact you back for further information or clarity. You will be informed of the outcome of your reporting.

Policy review

This policy shall be reviewed by the policy owner annually or immediately after a process change failure or a policy breach is known to have occurred. Refer below for the most recent review.

History table

Date	Rev No	Changes	Reviewed By	Approved By	Training Y/N

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