

TOPIC: Security Roles and Responsibilities

Security is everyone's responsibility –this is true, however who is ultimately responsible for security within an organization? Defining roles and responsibilities regarding information security ensures that at all levels within an organization (which includes internal positions, vendors, and contractors), staff are familiar with their security responsibilities. Roles and responsibilities can also be defined using a responsibility assignment "RACI" matrix, which should outline who is responsible, who is accountable, and who should be consulted or informed regarding security matters.

Note: while there may be many people responsible for security, and many people to be consulted and/or informed, only one person should be accountable.

The first step in executing this control is to document key security roles and their associated responsibilities. Key roles should include Executive Directors, Directors, Managers, employee, contractors/vendors, and must include Information Security Officers and Chief Information Officers. The next step is to get approval on the documented roles and responsibilities, and communicate/circulate it across the organization. It is important to include roles and responsibilities in a Security Policy (we will cover details and objectives relating to an Information Security Policy in subsequent newsletters).

Finally ensure employee, contractor, and vendor responsibilities are covered and they are aware of their responsibilities in relation to security. This can be achieved through security awareness programs and clearly stating responsibilities in job descriptions and contracts. Keeping in mind, responsibilities for vendors and contractors should be equal to or greater than those stated for employees.



KEY EVENTS

- **Monthly Defensible Security Conference Call: Aug 8, 2018**
Next month's conference call will cover Security Roles & Responsibilities, and Crown Jewels control areas of the DefSec framework.
- **BC Security Day: Nov 7, 2018**
The Province organizes and hosts two "Security Day" events each year (Spring and Fall), free of charge. Representatives from the broader public sector, school districts, post secondary institutions, municipalities, and crown corporations are encouraged to attend. Visit the [Security Day](#) website for more information.
- **20th Privacy and Security Conference: Feb 2019**
Held in Victoria, British Columbia, Canada this conference is a must attend. This three-day conference, is recognized as one of the top tier events in North America. Anyone working in the information privacy and security fields will benefit from the speakers, discussions, and networking at the conference. The conference draws an international audience of some 1,000 delegates with an interest in cutting edge policy, programs, law, research, and technologies aimed at the protection of privacy and security.