

### **The Risk Video**

Produced two years ago, this award-winning video consisted of a number of short films which each illustrated one principal behaviour (detailed below) relating to Information Risk Management. Each film was done in the style of a different recognisable genre, for example a thriller, film noir, comedy, and so on.

#### **Principal Behaviour 1 – Be aware of Information Risks.**

- Exercise caution if you must discuss sensitive information in public places
- When working away from the office consider who can see and hear what you're doing.
- Log off or lock screens when away from your desk or laptop
- Immediately report lost laptops, blackberries, passes, security incidents etc.

#### **Principal Behaviour 2 – Use technology and software appropriately.**

- Be on alert for suspicious e-mails. If it sounds too good to be true it probably is
- Only use authorised hardware and software
- Internet access is provided for business use, but reasonable personal use is allowable at Line Managers discretion

#### **Principal Behaviour 3 – Protecting our integrity**

- Be on alert for suspicious e-mails. If it sounds too good to be true it probably is
- Barclays information (e.g. customer information) must only be accessed for work purposes
- Verify the identity of customers, third parties and employees before disclosing any information

#### **Principal Behaviour 4 – Protect information and data**

- Passwords and usernames are not for sharing
- Visitors could be anywhere. Remember to remove sensitive information from your desk and lock workstation whilst you are away from your desk
- Always use the confidential waste bins.
- All laptops must be encrypted

#### **Principal Behaviour 5 – Understand your personal responsibilities**

- Always use the confidential waste bins
- Ensure sensitive Information is secured (e.g. locked away in cupboards) when not in use

- Sensitive material must not be stored at home if the property is to be left unattended for a number of days, e.g. during a holiday
- Consider your responsibilities even when acting in a personal capacity (e.g. don't disclose sensitive information in personal blogs, on social networking sites etc.)