

Over 80% of online users use the same password for all websites. This is like having the same key to open your car, house, garage, etc. Always have a unique password for each website.

'Password', '123456' and '12345678' lead the '2012 Weakest Passwords' Report. You should always choose a strong password that is hard to guess to avoid having your password easily guessed.

A Council fined £250,000 after pension records found in an overflowing re-cycling Bank. The Information Commissioner can fine Public Bodies up to £500,000 per data breach.

Trust: Why do we need Information Security?

You trust your Bank to have world-class Information Security to keep all your financial details safe. If they had lax security, then you wouldn't bank with them and move somewhere else.

Our Citizens expect us to maintain and practice the highest security responsibilities to protect their information and that's where Information Security can assist.

There are a lot of areas of Security but the one that is most important is how you use it everyday to keep yourself, WCC and the public secure; it's about reducing your RISKS

When you log in and you've chosen a weak password? – that's an unnecessary RISK

When you send sensitive, personal information externally, over normal email, and don't encrypt/protect it? – that's an unnecessary RISK

Carrying more paper files than you need that day? – that's an unnecessary RISK

All examples, such as these, are totally preventable by you and Information Security have Policies, Guidance and tools to help you avoid unnecessary risks.

The Data Protection Act was created to ensure that everyone that dealt with sensitive information had the correct guidance and policy to inform people of what they have to consider.

If you disregard these responsibilities as an employee, it may be regarded as misconduct and the Council's Disciplinary Procedure applies. A serious breach of any policy may be treated as gross misconduct and may lead to dismissal. For other staff engaged by the Council this may lead to termination of contract or agreement.

Should you need any help or further advice, please don't hesitate to get in touch with Information Security via the ICT Service Desk on:

01926 (41)4141



At more than 500 laundrettes and dry cleaners in the UK, 17,000 USB unencrypted flash drives were left behind between December 2010 and January 2011.

You must ensure that Electronic and Paper information, such as emails and letters, are correctly addressed before sending.

A Council fined £60,000 for sending sensitive information about a child to the wrong recipient.

Please be aware not to leave information where unauthorised people can access it.