



Open Source Intelligence (OSINT) training
for information and intelligence professionals.



Security: Document security

Introduction

- All information has a value and all organisations have a responsibility to safeguard their information for copyright, data protection, national security or commercial reasons. Even if you do not believe your information has any value to your organisation, it may be of value to your competitors!
- Document security is often overlooked because organisations are unaware of the risks to the sensitive documents they hold and how to protect them. This course will help you to identify which documents are at risk and how to protect them with policy, procedural and physical measures.

Course content

- Personnel security measures.
- Identification of sensitive documents.
- Secure document creation.
- Secure document storage.
- Transmission of sensitive documents .
- Secure destruction of sensitive documents.



Target audience

- This course is aimed at all personnel within an organisation who are responsible for the creation, management, storage and destruction of sensitive documents.
- The course will also benefit executive staff and managers within departments or organisations which handle sensitive documents.

Conduct of training

- The training is conducted over three days during which a series of classroom lectures will lead in to practical sessions. Participants will be given the opportunity to create, store, manage, transmit and destroy sensitive documents in a realistic operational environment.
- An assessment period will take place before training is conducted, to ensure that the training is as realistic and close to current operations as possible.

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