



CENTRE FOR AFRICA CAPACITY
BUILDING & DEVELOPMENT

ADMINISTRATION & SECRETARIAL FACULTY

Cyber Security, Information
Governance, Legal Risk
Management and Compliance with
ISO Records Management Controls



Accreditation # P21/1014/GP545

Phone: +27 12 772 3260

Fax: 086 654 2429

E-mail: Registrations@cacbd.co.za

www.cacbd.co.za

Cyber Security, Information Governance, Legal Risk Management and Compliance with ISO Records Management Controls

INTRODUCTION

In the new online and digital world all organisations are faced with increasing information threats, risk, audit, legal regulations and compliance. This highly engaging CACBD training course with practical and hands on case studies and workshops will help you to learn about cyber security, protection of data, reducing organisation risk, meeting global compliance standards and using ISO records management to deliver solutions.

This Cyber Security training course seeks to provide you with the latest skills and case studies such as how to manage information, audit controls, manage legal regulations and standards, work more safely in an online world and how to protect sensitive and personal information. By applying these skills to the tasks and challenges you face in your work, you will deliver stronger and more compliant solutions to managing cyber related risks and applying information governance roles and responsibilities.

Participants attending this Cyber Security training course will develop the following competencies:

- Learn how to apply cybersecurity controls to help reduce risks, issues and threats through policy, strategies and systems
- Manage the increasing number of audit, risk and legal compliance standards related to cyber and information security to protect data and peoples identity
- Build solutions that meet ISO records management standards and industry regulations

WHO SHOULD ATTEND?

- Professionals and leaders who wish to learn more about cyber security strategies, information governance and ISO standards
- Personnel who work in IT systems management, legal, risk management, information security, projects, HR and procurement
- Personnel moving into management and IT security roles who wish to learn about latest trends in cyber security, information audit and risk management

PROGRAMME OBJECTIVES

- Learn about the whole range of cyber security risks, issues and threats and how to put effective controls and solutions in place
- Develop policy and communications to help address information governance, compliance and standards whilst addressing legal and audit requirements
- Understand how to communicate security awareness and training
- Improve cyber security strategies, review tools and discuss security, confidentially and business solutions to reduce operational risks
- Improve working knowledge, global industry standards and best practices in cyber security and information risk management

TRAINING METHODOLOGY

The Cyber Security training course will combine presentations with interactive practical exercises, supported by video materials, activities and case studies. Delegates will be encouraged to participate actively in relating the principles of cyber security and information governance to the particular needs of their workplace.

PROGRAM OUTLINE

Day 1 - Cyber Security and Information Governance

- Introduction to cyber security
- Online threats, risks and issues
- Business continuity, fraud and disaster management
- Data, information and records governance
- Establishing information governance, roles and responsibilities

Day 2 - Audit, Legal, Risk and ISO Standards

- Audit, legal risks and management of compliance
- Document and records management compliance
- ISO 15489 Records Management review
- Applying ISO27001 Information Security controls
- Developing policies, procedures and standards

Day 3 - Project, Implementation and Training

- Project implementation plans and controls
- Risk and issue management
- Developing business continuity plan
- Communications, awareness and training
- Best practices and case studies

Day 4 - Systems and IT Applications

- Firewalls, application and network security
- Role based access controls and user management
- Encryption technologies and standards
- Email and web security
- Cyber security systems

Day 5 - Case Studies and Workshops

- Developing action plans and projects
- Future look at cyber security
- Case studies and workshops
- Final wrap-up
- Questions and answers session



WHAT DO YOU GET WHEN YOU ENROL TODAY?

For every delegate that attends, they will either receive a



PLUS FREE TOURING

An excursion will be done on the last day where delegates will be taken on a tour of Tourist Attractions around Johannesburg and Pretoria.

