



Personnel Security

Security Architecture & Tool Sets

Policies, Processes, and Standards

- Foundation of administrative controls
- Includes:
 - Change control
 - Configuration management
 - Monitoring and response
 - **Personnel security controls**
 - Business continuity
 - Disaster Recovery



Separation of Duties

- Requires more than one person to perform a task by breaking the task into additional parts
- Provides a system of checks and balances to prevent fraud and abuse



Dual Control

- Process requiring two individuals to perform the action together
- Example:
Unlocking a safe or a server room



Succession Planning

- Focuses on ensuring important duties will always have someone who can perform them
- Prevents issues from task not being performed during personnel turnover
- Example:
A primary and backup administrator



Cross Training of Employees

- Focuses on teaching employees skills to cover tasks other coworkers perform
- On-the-job training is used to ensure you have additional resources for a big project in the future or if someone quits



Background Checks

- Conducted prior to hiring an employee
- Example:
Bank runs credit check on new hires



Mandatory Vacation Time

- Staff members must take vacation
- Allows us to identify any issues being hidden since the person will not maintain continuous access to the systems



Termination

- Policies and procedures focuses on what to do when an employee is terminated
- Retrieving company property, disabling accounts, changing security codes, etc.

