

加強資訊保安

機電工程署最近曾將政府資訊科技總監辦公室，就有關資訊保安管理和保護個人資料責任的重要性特別向 貴公司作出提示，並提供了一些重要的須知及指引供 貴公司參考。

個別公司或會有其獨特的業務運作和經營環境，貴公司可根據政府資訊科技總監辦公室的建議，採取以下措施以完善 貴公司的資訊保安系統:-

- 風險評估
- 政策和程序
- 組織上的結構
- 保安計劃
- 外判工作的保安
- 保安意識訓練
- 定期保安測試
- 矯正程序
- 發生事故的應變程序
- 應變計劃
- 符合保安規格

有關資訊保安要求的詳情，敬請瀏覽政府資訊科技總監辦公室的一站式資訊保安入門網站（網址：<http://www.infosec.gov.hk>）。

Enhancement of Information Security

EMSD has recently conveyed to your company a message from the Office of the Government Chief Information Officer (OCGIO) on the importance of management responsibility in information security and protection of personal data. Some useful tips on security policy and guidelines have also been recommended.

While individual company may have her unique business and operating environment, the OCGIO recommends that your company considers adopting the following information security measures which can help improve your information security system:-

- Risk Assessments
- Policies and Procedures
- Organizational Structure
- Security Plans
- Security in Outsourcing
- Security Awareness Training
- Periodic Security Testing
- Remediation Procedures
- Incident Response Procedures
- Contingency Plans
- Compliance

Details of the information security requirements have been uploaded to the one-stop information security portal of the OCGIO <http://www.infosec.gov.hk>.