Victorian Protective Data Security Standards

Version 2.0 Implementation Guidance V2.1

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Document details

| **Version** | Publish date | Amendments in this version |
| --- | --- | --- |
| **1.0** | June 2016 | N/A |
| **1.1** | March 2018 | * Updated some control references |
| **2.0** | October 2019 | * Removed protocols * Integrated elements including:   a mapping to their primary control source  providing old and new numbering   * Updated primary sources where the elements have been derived from * Globally replace ‘protective data security’ with ‘information security’ * Globally replace ‘public sector data’ with ‘public sector information’ * Merged the following standards:   1, 3  2, 11  5, 6  9, 10, 15  13, 14   * Changed ordering of standards by moving ‘Information Security Value’ standard to be Standard 2 * Replace Standard 12 – Compliance with new standard on reporting * Globally change language to active voice * Remove ‘must’ statements |
| **2.1** | January 2021 | * Add new sentence to Primary Sources description regarding use of dated vs. undated versions of references * Remove VPDSS Element V1.1 reference column * Update examples in the following elements:   E6.060  E7.030  E8.080  E11.090   * Update Primary Sources for the following elements:   E1.050  E2.020, E2.030, E2.050, E2.060, E2.070, E2.080, E2.090  E3.010, E3.020, E3.030, E3.040, E3.050  E4.040  E6.010, E6.020, E6.030, E6.040, E6.050  E8.020, E8.030, E8.080  E9.010, E9.040  E10.010, E10.020, E10.050, E10.070  E11.030, E11.040, E11.090, E11.110, E11.120, E11.180  E12.010, E12.030, E12.040  Update outdated Appendix A links |

Note. The issue of version 2.1 of this document does not represent a change to the Victorian Protective Data Security Standards V2.0. This document has been reviewed for currency and updated accordingly under the VPDSS product development cycle.

Victorian Protective Data Security Standards

**Version 2.0** Implementation Guidance V2.1

The purpose of the Victorian Protective Data Security Standards (**VPDSS**) is to provide a set of criteria for the consistent application of risk-based practices to manage the security of Victorian government information. The Standards are issued under Parts 4 and 5 of the *Privacy and Data Protection Act 2014*.

Objectives

The VPDSS is developed to help Victorian public sector organisations:

* manage public sector information throughout its lifecycle (creation to disposal);
* manage public sector information across all the security areas (governance, information, personnel, Information Communications Technology (**ICT**), physical);
* manage security risks to the confidentiality, integrity, and availability (often referred to as **CIA**) of public sector information;
* manage external parties with access to public sector information;
* share public sector information with other organisations with confidence; and
* minimise security incidents.

Structure of the VPDSS

| VPDSS Structure | Description | Outcome |
| --- | --- | --- |
| Title | Heading/name of the standard | Key topic area  (informational) |
| Standard | High-level statement describing what needs to be achieved by the organisation. There are 12 Victorian Protective Data Standards (VPDSS). | What is required  (mandatory) |
| Statement of Objective | A statement of the intent of the standard identifying the desired outcome when the standard has been achieved. | Why it is required  (informational) |
| Element | A security measure(s) extracted from the source reference point that provides high level guidance. | How to?  (risk-based action) |
| Primary Source | Reference point where the element has been primarily derived from for further implementation advice. For references that:   * have a date, only the version cited applies, and * do not have a date, the latest version of the referenced document applies   References include Australian and International Standards, Federal and State government guidance and tailored guides developed by OVIC.  Australian Standards can be accessed through the Victorian Government Library Service (VGLS) for eligible Victorian public sector organisations. | Need more information?  (informational) |

A word on elements

Elements are security measures that modify risk. Elements often depend on a supportive control environment to be effective. A control environment can be a set of standards, processes and structures, authorities, funds and resources that provide the basis for applying controls across the organisation. The control environment therefore contributes to modifying risk indirectly.

The elements described in the VPDSS include both controls that directly modify risk and supportive controls that are essential to the control environment. Deciding which elements apply (statement of applicability), depends upon the organisation’s criteria for risk acceptance and risk treatment options. Determining applicable elements also depends on the way in which elements interact with one another to provide ‘defence in depth’.[[1]](#footnote-1) Where an organisation believes elements do not apply to them, supporting justification should accompany such decisions.

Organisations should implement specific controls (which may be the element itself or multiple controls that fall under the element) appropriate to their organisation considering:

* their internal and external context;
* the security value of the information; and
* associated risks.

Whilst the elements have been logically grouped under their related topic area, i.e., elements related to physical security are listed under the physical security standard, selection of elements to mitigate risks may not be isolated to the specific topic area.

OVIC has referenced the primary source documents used for each element to give further information regarding implementation.

Organisations can design their own controls as required or identify them from any source that has at least functional equiveillance to, or is better than, the element identified by OVIC. These are recorded in an internal control library.

Standard 1 – Information Security Management Framework

Standard

An organisation establishes, implements and maintains an information security management framework relevant to its size, resources and risk posture.

Statement of Objective

To clearly establish, articulate, support and promote the security governance arrangements across the organisation and manage security risks to public sector information.

Elements

| V2.0 # | Element | Primary Source |
| --- | --- | --- |
| E1.010 | The organisation documents a contextualised information security management framework (e.g., strategy, policies, procedures) covering all security areas. | *AS ISO/IEC 27001:2015 Information security management systems - Requirements*  § 4  § 5.2  § 6.2 |
| E1.020 | The organisation’s information security management framework contains and references all legislative and regulatory drivers. | *AS ISO/IEC 27001:2015*  § 4.2 |
| E1.030 | The organisation’s information security management framework aligns with its risk management framework. | *AS ISO/IEC 27001:2015*  § 6.1  *AS ISO/IEC 27005:2012 Information security risk management*  § 5 |
| E1.040 | Executive management defines information security functions, roles, responsibilities, competencies, and authorities. | *AS ISO/IEC 27001:2015*  § 5.3 |
| E1.050 | Executive management nominates an information security lead and notifies OVIC of any changes to this point of contact. | *OVIC Information security leads information sheet* |
| E1.060 | Executive management owns, endorses, and sponsors the organisation’s ongoing information security program(s) including the implementation plan. | *AS ISO/IEC 27001:2015*  § 5.1 |
| E1.070 | The organisation identifies information security performance indicators and monitors information security obligations against these. | *AS ISO/IEC 27001:2015*  § 9 |
| E1.080 | Executive management commits to providing sufficient resources to support the organisation’s ongoing information security program(s). | *AS ISO/IEC 27001:2015*  § 7.1  § 7.2 |
| E1.090 | The organisation sufficiently communicates its information security management framework and ensures it is accessible. | *AS ISO/IEC 27001:2015*  § 7.4 |
| E1.100 | The organisation documents its internal control library that addresses its information security risks. | *AS ISO/IEC 27001:2015*  § 6.1 |
| E1.110 | The organisation monitors, reviews, validates, and updates the information security management framework. | *AS ISO/IEC 27001:2015*  § 9.3  § 10.2 |

Standard 2 – Information Security Value

Standard

An organisation identifies and assesses the security value of public sector information.

Statement of Objective

To ensure an organisation uses consistent identification and assessment criteria for public sector information across its lifecycle to maintain its confidentiality, integrity and availability.

Elements

| V2.0 # | Element | Primary Source |
| --- | --- | --- |
| E2.010 | The organisation's Information Management Framework incorporates all security areas. | *WoVG Information Management Framework*  § Enabler: Security and Privacy  § Enabler: Lifecycle Management |
| E2.020 | The organisation identifies, documents, and maintains its information assets in an information asset register (IAR) in consultation with its stakeholders. | *OVIC Practitioner Guide: Identifying and Managing Information Assets*  § 9  § 10  § 11  § 12 |
| E2.030 | The organisation uses a contextualised VPDSF business impact level (BIL) table to assess the security value of public sector information. | *OVIC Practitioner Guide: Assessing the security value of public sector information*  § 12 |
| E2.040 | The organisation identifies and documents the security attributes (confidentiality, integrity, and availability business impact levels) of its information assets in its information asset register. | *OVIC Practitioner Guide: Assessing the security value of public sector information*  § 6  § 7 |
| E2.050 | The organisation applies appropriate protective markings to information throughout its lifecycle. | *OVIC Practitioner Guide: Protective Markings*  § 7  § 9  *Protective Security Policy Framework (PSPF) INFOSEC-8 Sensitive and Classified Information*  § C.2.5 |
| E2.060 | The organisation manages the aggregated (combined) security value of public sector information. | *OVIC Practitioner Guide: Assessing the security value of public sector information*  § 8.4 |
| E2.070 | The organisation continually reviews the security value of public sector information across the information lifecycle. | *OVIC Practitioner Guide: Assessing the security value of public sector information*  § 14 |
| E2.080 | The organisation manages externally generated information in accordance with the originator’s instructions. | *OVIC Practitioner Guide: Protective Markings*  § 19 - § 25 |
| E2.090 | The organisation manages the secure disposal (archiving/ destruction) of public sector information in accordance with its security value. | *Protective Security Policy Framework (PSPF) INFOSEC-8 Sensitive and Classified Information*  § C.5.7  § C.5.7.1 |

Standard 3 – Information Security Risk Management

Standard

An organisation utilises its risk management framework to undertake a Security Risk Profile Assessment to manage information security risks.

Statement of Objective

To ensure an organisation manages information security risks through informed business decisions while applying controls to protect public sector information.

Elements

| V2.0 # | Element | Primary Source |
| --- | --- | --- |
| E3.010 | The organisation conducts security risk assessments and determines treatment plans in accordance with its risk management framework covering all the processes to manage information security risks including:  Risk identification;  Risk analysis;  Risk evaluation; and,  Risk treatment. | *OVIC* *Practitioner Guide: Information Security Risk Management V2.0*  § 10  *AS ISO/IEC 27005:2012 Information security risk management*  § 8  § 9 |
| E3.020 | The organisation records the results of information security risk assessments and treatment plans in its risk register. | *OVIC Practitioner Guide: Information Security Risk Management V2.0*  § 10.1  *Victorian Government Risk Management Framework (VGRMF) Practice Guide*  § Risk Process - Risk Register |
| E3.030 | The organisation considers information security risks in organisational planning. | *VGRMF Practice Guide*  § Risk Governance – Corporate and Business Planning |
| E3.040 | The organisation communicates and consults with internal and external stakeholders during the information security risk management process. | *OVIC Practitioner Guide: Information Security Risk Management V2.0*  § 8  *AS ISO/IEC 27005:2012*  § 11 |
| E3.050 | The organisation governs, monitors, reviews, and reports on information security risk (e.g., operational, tactical and strategic through a risk committee (or equivalent, e.g., audit, finance, board, corporate governance)). | *OVIC Practitioner Guide: Information Security Risk Management V2.0*  § 11  *VGRMF*  § 2.2.2  *VGRMF Practice Guide*  § Risk Management - Risk Profile Review  § Risk Process – Monitor and review  *AS ISO/IEC 27005:2012*  § 12.1  *AS ISO 31000:2018*  § 6.7 |

Standard 4 – Information Access

Standard

An organisation establishes, implements and maintains an access management process for controlling access to public sector information.

Statement of Objective

To formally authorise and manage the physical and logical access to public sector information.

Elements

| V2.0 # | Element | Primary Source |
| --- | --- | --- |
| E4.010 | The organisation documents an identity and access management policy covering physical and logical access to public sector information based on the principles of least-privilege and need-to-know.[[2]](#footnote-2) | *AS ISO/IEC 27002:2015 Code of practice for information security controls*  § 9.1.1  *SOD IDAM 01 – Workforce Identity and Access Management[[3]](#footnote-3)*  § IdAM Governance |
| E4.020 | The organisation documents a process for managing identities and issuing secure credentials (registration and de-registration) for physical and logical access to public sector information. | *AS ISO/IEC 27002:2015*  § 9.2  ***SOD IDAM 01 – Workforce Identity and Access Management***  § Enrolment |
| E4.030 | The organisation implements physical access controls (e.g., key management, swipe card access, visitor passes) based on the principles of least-privilege and need-to-know. | *AS ISO/IEC 27002:2015*  § 11.1.1  § 11.1.2 |
| E4.040 | The organisation implements logical access controls (e.g., network account, password, two-factor authentication) based on the principles of least-privilege and need-to-know. | *AS ISO/IEC 27002:2015*  § 9.1.2  § 9.2.1  § 9.4  *Australian Government Information Security Manual (ISM) Dec 2020*  § Guidelines for Personnel Security – Access to systems and their resources  *ACSC Essential Eight to ISM Mapping*  § Restrict administrative privileges  § Multi-factor authentication |
| E4.050 | The organisation manages the end-to-end lifecycle of access by following provisioning and de-provisioning processes. | *AS ISO/IEC 27002:2015*  § 9.2.2  ***SOD IDAM 01 – Workforce Identity and Access Management***  § Lifecycle Management |
| E4.060 | The organisation limits the use of, and actively manages, privileged physical and logical access and separates these from normal access (e.g., executive office access, server room access, administrator access). | *AS ISO/IEC 27002:2015*  § 9.2.3  ***SOD IDAM 01 – Workforce Identity and Access Management***  § Privileged Access |
| E4.070 | The organisation regularly reviews and adjusts physical and logical access rights taking into account operational changes. | *AS ISO/IEC 27002:2015*  § 9.2.5  § 9.2.6 |

Standard 5 – Information Security Obligations

Standard

An organisation ensures all persons understand their responsibilities to protect public sector information.

Statement of Objective

To create and maintain a strong security culture by ensuring that all persons understand the importance of information security across all the security areas and their obligations for protecting public sector information.

Elements

| V2.0 # | Element | Primary Source |
| --- | --- | --- |
| E5.010 | The organisation documents its information security obligations and communicates these to all persons with access to public sector information (e.g., policies, position descriptions). | *PSPF GOVSEC-2 Management structures and responsibilities*  § C.8  *AS ISO/IEC 27002:2015 Code of practice for information security controls*  § 7.1.2  § 7.2.1 |
| E5.020 | The organisation’s information security training and awareness content covers all security areas. | *PSPF GOVSEC-2*  § C.9.2 |
| E5.030 | The organisation delivers information security training and awareness to all persons with access to public sector information, upon engagement and at regular intervals thereafter in accordance with its training and awareness program and schedule. | *PSPF GOVSEC-2*  § C.9  § C.9.3  *AS ISO/IEC 27002:2015*  § 7.2.2 |
| E5.040 | The organisation provides targeted information security training and awareness to persons in high-risk functions or who have specific security obligations (e.g., executives, executive assistants, procurement advisors, security practitioners, risk managers). | *PSPF GOVSEC-2*  § C.9  § C.9.1  § C.9.2 |
| E5.050 | The organisation reviews and updates the information security obligations of all persons with access to public sector information. | *AS ISO/IEC 27001:2015 Information security management systems - Requirements*  § 10.2 |
| E5.060 | All persons with access to public sector information acknowledge their information security obligations at least annually (e.g., during performance development discussions, attending security briefings, completing security training). | *PSPF GOVSEC-2*  § C.9.3 |
| E5.070 | The organisation monitors, reviews, validates, and updates its information security training and awareness program and schedule. | *AS ISO/IEC 27002:2015*  § 7.2.2 |

Standard 6 – Information Security Incident Management

Standard

An organisation establishes, implements and maintains an information security incident management process and plan relevant to its size, resources and risk posture.

Statement of Objective

To ensure a consistent approach for managing information security incidents, in order to minimise harm/damage to government operations, organisations or individuals.

Elements

| V2.0 # | Element | Primary Source |
| --- | --- | --- |
| E6.010 | The organisation documents and communicates processes and plan(s) for information security incident management covering all security areas. | *OVIC Guide to developing an Information Security Incident Management Framework (****ISIMF****) V2.0*  § A  *AS ISO/IEC 27002:2015 Code of practice for information security controls*  § 16.1.1  *PSPF GOVSEC-2 Management structures and responsibilities*  § C.7  *Victorian Government cyber incident response plan template* |
| E6.020 | The organisation articulates roles and responsibilities for information security incident management. | *ISIMF*  § A  *AS ISO/IEC 27002:2015*  § 16.1.1 |
| E6.030 | The organisation’s information security incident management processes and plan(s) contain the five phases of:  Plan and prepare;  Detect and report;  Assess and decide;  Respond (contain, eradicate, recover, notify); and,  Lessons learnt. | *AS ISO/IEC 27035.1:2017 Information security incident management Part 1: Principles of incident management*  § 5  *ISIMF*  § A  *WoVG Cyber Incident Management Plan*  § Managing Cyber Incidents  *AS ISO/IEC 27002:2015*  § 16.1.1  *PSPF GOVSEC-2*  § Annex A |
| E6.040 | The organisation records information security incidents in a register. | *PSPF GOVSEC-2*  § C.7.1.3  § Annex A Step 1  *AS ISO/IEC 27035.2:2017 Information security incident management Part 2: Guidelines to plan and prepare for incident response*  § Annex B.2.2 |
| E6.050 | The organisation’s information security incident management procedures identify and categorise administrative (e.g., policy violation) incidents in contrast to criminal incidents (e.g., exfiltrating information to criminal associations) and investigative handover. | *PSPF GOVSEC-2*  § C.7.2  § Annex B |
| E6.060 | The organisation regularly tests (e.g., annually) its incident response plan(s). | *AS ISO/IEC 27035.2:2017*  § 11  *WoVG Cyber Incident Management Plan*  § Managing Cyber Incidents  *WoVG Cyber Exercise Guide* |

Standard 7 – Information Security Aspects of Business Continuity and Disaster Recovery

Standard

An organisation embeds information security continuity in its business continuity and disaster recovery processes and plans.

Statement of Objective

To enhance an organisation’s capability to prevent, prepare, respond, manage and recover from any event that affects the confidentiality, integrity and availability of public sector information.

Elements

| V2.0 # | Element | Primary Source |
| --- | --- | --- |
| E7.010 | The organisation documents and communicates business continuity and disaster recovery processes and plans covering all security areas. | *AS ISO/IEC 27002:2015 Code of practice for information security controls*  § 17.1.1 |
| E7.020 | The organisation identifies and assigns roles and responsibilities for information security in business continuity and disaster recovery processes and plans. | *AS ISO/IEC 27002:2015*  § 17.1.2 |
| E7.030 | The organisation regularly tests (e.g., annually) its business continuity and disaster recovery plan(s). | *AS ISO/IEC 27002:2015*  § 17.1.3 |

Standard 8 – Third Party Arrangements

Standard

An organisation ensures that third parties securely collect, hold, manage, use, disclose or transfer public sector information.

Statement of Objective

To confirm that the organisation’s public sector information is protected when the organisation interacts with a third party.

Elements

| V2.0 # | Element | Primary Source |
| --- | --- | --- |
| E8.010 | The organisation’s information security policies, procedures and controls cover the entire lifecycle of third-party arrangements (e.g., contracts, MOUs and information sharing agreements). | *AS ISO/IEC 27002:2015 Code of practice for information security controls*  § 13.2.1  § 15.1.1 |
| E8.020 | The organisation includes requirements from all security areas in third party arrangements (e.g., contracts, MOUs and information sharing agreements) in accordance with the security value of the public sector information. | *PSPF GOVSEC-6 Security governance for contracted service providers*  § C.2  *PSPF INFOSEC-9 Access to information*  § C.1  *AS ISO/IEC 27002:2015*  § 13.2.2  § 13.2.4  § 15.1.2 |
| E8.030 | The organisation undertakes an information security risk assessment of the third party's service offering and addresses any residual risks prior to finalising the arrangement. | *PSPF GOVSEC-6*  § C.1  § C.3.1 |
| E8.040 | The organisation identifies and assigns information security roles and responsibilities in third party arrangements (e.g., contracts, MOUs and information sharing agreements). | *AS ISO/IEC 27002:2015*  § 6.1.1 (e) |
| E8.050 | The organisation establishes, maintains, and reviews a register of third-party arrangements (e.g., contracts, MOUs and information sharing agreements). | *AS ISO/IEC 27002:2015*  § 15.1.1 |
| E8.060 | The organisation monitors, reviews, validates, and updates the information security requirements of third-party arrangements and activities. | *PSPF GOVSEC-6*  § C.3  *AS ISO/IEC 27002:2015*  § 15.2.1  *PDP Act*  § 89 (3) |
| E8.070 | The organisation documents its information release management requirements (e.g., social media, news, DataVic). | *IM-GUIDE-06 WoVG Information Management Governance Guidelines*  § *Custodianship model* |
| E8.080 | The organisation manages the delivery of maintenance activities and repairs (e.g., on-site, and off-site). | *AS ISO/IEC 27002:2015*  § 11.2.4  *ISM Dec 2020*  § Guidelines for ICT equipment– ICT equipment maintenance and repairs |
| E8.090 | The organisation applies appropriate security controls upon completion or termination of a third-party arrangement (e.g., contracts, MOUs and information sharing agreements). | *PSPF GOVSEC-6*  § C.4 |

Standard 9 – Information Security Reporting to OVIC

Standard

An organisation regularly assesses its implementation of the Victorian Protective Data Security Standards (VPDSS) and reports to the Office of the Victorian Information Commissioner (OVIC).

Statement of Objective

To promote the organisation’s security capability and ensure adequate tracking of its exposure to information security risks.

Elements

|  |  |  |
| --- | --- | --- |
| V2.0 # | Element | Primary Source |
| E9.010 | The organisation notifies OVIC of incidents that have an adverse impact on the confidentiality, integrity, or availability of public sector information with a business impact level (BIL) of 2 (limited) or higher.[[4]](#footnote-4) | *OVIC Information Security Incident Notification Scheme V1.0* |
| E9.020 | The organisation submits its Protective Data Security Plan (PDSP) to OVIC every two years. | *Privacy and Data Protection Act 2014* (PDP Act)  § 89 4 (b) |
| E9.030 | Upon significant change, the organisation submits its reviewed PDSP to OVIC. | *PDP Act*  § 89 4 (a) |
| E9.040 | The organisation annually attests to the progress of activities identified in its PDSP to OVIC. | *VPDSF V2.0*  § 9.3 |

Standard 10 – Personnel Security

Standard

An organisation establishes, implements and maintains personnel security controls addressing all persons continuing eligibility and suitability to access public sector information.

Statement of Objective

To mitigate an organisation’s personnel security risks and provide a consistent approach for managing all persons with access to public sector information.

Elements

| V2.0 # | Element | Primary Source |
| --- | --- | --- |
| E10.010 | The organisation's personnel security policies and procedures address the personnel lifecycle phases of:  Pre-engagement (eligibility and suitability);  Engagement (ongoing and re-engagement); and,  Separating (permanently or temporarily). | *PSPF GOVSEC-2 Management structures and responsibilities*  § C.6  *PSPF GOVSEC-3 Security planning and risk management*  § C.2 Table 2  *PSPF PERSEC-13 Ongoing assessment of personnel*  § C.1 Table 1  *PSPF PERSEC-14 Separating personnel*  § C |
| E10.020 | The organisation verifies the identity of personnel, re-validates, and manages any changes as required. | *PSPF PERSEC-12 Eligibility and suitability of personnel*  § para 11 Table 1 Identity checks  § C.3.4 Table 4 Confirmation of identity  *National Identity Proofing Guidelines (NIPG)*  § 4.1 |
| E10.030 | The organisation undertakes pre-engagement screening commensurate with its security and probity obligations and risk profile. | *PSPF PERSEC-12*  § C.1 |
| E10.040 | The organisation manages ongoing personnel eligibility and suitability requirements commensurate with its security and probity obligations and risk profile. | *PSPF PERSEC-13*  § C.1 |
| E10.050 | The organisation manages personnel separating from the organisation commensurate with its security and probity obligations and risk profile. | *PSPF PERSEC-14*  § C.1 - § C.6 |
| E10.060 | The organisation develops security clearance policies and procedures to support roles requiring high assurance and/ or handling security classified information. | *PSPF PERSEC-13*  § C.1 Table 1 |
| E10.070 | The organisation undertakes additional personnel screening measures commensurate with the risk to support roles requiring high assurance and/ or handling security classified information. | *PSPF PERSEC-12*  § C.2 |
| E10.080 | The organisation actively monitors and manages security clearance holders. | *PSPF PERSEC-13*  § C.2 |

Standard 11 – Information Communications Technology (ICT) Security

Standard

An organisation establishes, implements and maintains Information Communications Technology (ICT) security controls.

Statement of Objective

To maintain a secure environment by protecting the organisation’s public sector information through ICT security controls.

Elements

| V2.0 # | Element | Primary Source |
| --- | --- | --- |
| E11.010 | The organisation manages security documentation for its ICT systems (e.g., system security plans). | *Australian Government Information Security Manual (ISM) Dec 2020*  § Guidelines for security documentation |
| E11.020 | The organisation manages all ICT assets (e.g., on-site, and off-site) throughout their lifecycle. | *ISM*  § Guidelines for physical security  § Guidelines for ICT equipment |
| E11.030 | The organisation conducts a security assessment for authorising systems to operate prior to transmitting, processing, or storing public sector information. | *ISM*  § Applying a risk-based approach to cyber security - Authorise the system |
| E11.040 | The organisation undertakes risk-prioritised vulnerability management activities (e.g., patch management, penetration testing, continuous monitoring systems). | *ISM*  § Guidelines for system management – System patching  § Guidelines for system monitoring  *ACSC Essential Eight to ISM Mapping*  § Patch applications  § Patch Operating Systems |
| E11.050 | The organisation documents and manages changes to ICT systems. | *ISM*  § Guidelines for system management – Change management |
| E11.060 | The organisation manages communications security controls (e.g., cabling, telephony, radio, wireless networks). | *ISM*  § Guidelines for communications infrastructure  § Guidelines for communications systems  § Guidelines for networking– wireless networks  § Guidelines for physical security – wireless devices and radio frequency transmitters |
| E11.070 | The organisation verifies the vendors security claims before implementing security technologies. | *ISM*  § Guidelines for evaluated products |
| E11.080 | The organisation manages security measures (e.g., classification, labelling, usage, sanitisation, destruction, disposal) for media. | *ISM*  § Guidelines for media |
| E11.090 | The organisation manages standard operating environments (SOEs) for all ICT assets, including end user access devices (e.g., workstations, mobile phones, laptops), network infrastructure, servers, and Internet of Things (IoT) commensurate with security risk. | *ISM*  § Guidelines for system hardening  *ACSC Essential Eight to ISM Mapping*  § Application Control  § Configure Microsoft Office macro settings  § User application hardening |
| E11.100 | The organisation manages security measures for email systems. | *ISM*  § Guidelines for email |
| E11.110 | The organisation logs system events and actively monitors these to detect potential security issues (e.g., intrusion detection/ prevention systems (IDS/ IPS)). | *ISM*  § Guidelines for system monitoring  § Guidelines for networking - Using Network-based Intrusion Detection and Prevention Systems |
| E11.120 | The organisation uses secure system administration practices. | *ISM*  § Guidelines for system management – System administration  § Guidelines for personnel security - Access to systems and their resources  *ACSC Essential Eight to ISM Mapping*  § Restrict administrative privileges |
| E11.130 | The organisation designs and configures the ICT network in a secure manner (e.g., segmentation, segregation, traffic management, default accounts). | *ISM*  § Guidelines for networking |
| E11.140 | The organisation manages a process for cryptographic keys (e.g., disk encryption, certificates). | *AS ISO/IEC 27002:2015 Code of practice for information security controls*  § 10.1.2 |
| E11.150 | The organisation uses cryptographic controls for confidentiality, integrity, non-repudiation, and authentication commensurate with the risk to information. | *ISM*  § Guidelines for cryptography |
| E11.160 | The organisation manages malware prevention and detection software for ICT systems. | *ISM*  § Guidelines for gateways  § Guidelines for data transfers |
| E11.170 | The organisation segregates emerging systems from production systems (e.g., physical and/ or logical) until their security controls are validated. | *ISM*  § Guidelines for software development |
| E11.180 | The organisation manages backup processes and procedures (e.g., schedule, isolation, storage, testing, retention). | *ISM*  § Guidelines for system management  *ACSC Essential Eight to ISM Mapping*  § Daily backups |
| E11.190 | The organisation manages a secure development lifecycle covering all development activities (e.g., software, web-based applications, operational technology (Supervisory Control and Data Acquisition/ Industrial Control Systems (SCADA/ICS)). | *ISM*  § Guidelines for software development |
| E11.200 | The organisation manages security measures for enterprise mobility (e.g., mobile device management, working from home). | *ISM*  § Guidelines for enterprise mobility  *AS ISO/IEC 27002:2015*  § 6.2  *PSPF PHYSEC-15 Physical security for entity resources*  § C.8 |

Standard 12 – Physical Security

Standard

An organisation establishes, implements and maintains physical security controls addressing facilities, equipment and services.

Statement of Objective

To maintain a secure environment by protecting the organisation’s public sector information through physical security controls.

Elements

| V2.0 # | Element | Primary Source |
| --- | --- | --- |
| E12.010 | The organisation plans and documents physical security measures. | *PSPF PHYSEC-16 Entity facilities*  § C.1 |
| E12.020 | The organisation applies defence-in-depth physical security measures. | *Victorian Government Office Accommodation guidelines*  § 2.6  § 4.7  *PSPF PHYSEC-16*  § C.2  § C.4  *AS ISO/IEC 27002:2015 Code of practice for information security controls*  § 11.1 |
| E12.030 | The organisation selects physical security measures commensurate with the business impact level of the information. | *Victorian Government Office Accommodation guidelines*  § 4.7  *PSPF PHYSEC-15 Physical security for entity resources*  § C.2  § C.3  *PSPF PHYSEC-16*  § C.2  § C.3  *AS ISO/IEC 27002:2015*  § 11.2 |
| E12.040 | The organisation has scalable physical security measures ready for activation during increased threat situations. | *PSPF GOVSEC-3 Security planning and risk management*  § C.3  *PSPF PHYSEC-16*  § C.4 |
| E12.050 | The organisation implements physical security measures when handling information out of the office. | *PSPF PHYSEC-15*  § C.8  *AS ISO/IEC 27002:2015*  § 11.2.6 |
| E12.060 | The organisation manages physical security measures throughout their lifecycle. | *AS ISO/IEC 27002:2015*  § 11.2.4  § 11.2.7 |

Appendix A - VPDSS Primary Sources

Victorian Government

Privacy and Data Protection Act 2014 (**PDP Act**)

<http://www8.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/consol_act/padpa2014271/>

*Office of the Victorian Information Commissioner:*

Victorian Protective Data Security Framework (**VPDSF**) V2.0

Practitioner Guide: Identifying and Managing Information Assets

Practitioner Guide: Assessing the security value of public sector information

Practitioner Guide: Protective Markings

Practitioner Guide: Information Security Risk Management

Guide to developing an Information Security Incident Management Framework V2.0

<https://ovic.vic.gov.au/data-protection/for-agencies/vpdsf-resources/>

Information Security Incident Notification Scheme V1.0

<https://ovic.vic.gov.au/data-protection/agency-reporting-obligations/incident-notification/>

*Enterprise Solutions Branch:*

IM-FW-01 Information Management Framework

IM-GUIDE-06 Information Management Governance Standards

<https://www.vic.gov.au/information-management-policies-and-standards>

Statement of Direction – Workforce Identity and Access Management

<https://www.vic.gov.au/digital-strategy-transformation-statements-direction>

Victorian Government Cyber Incident Management Plan

<https://www.vic.gov.au/cyber-incident-management-plan>

Victorian Government Cyber Incident Response Plan Template

<https://www.vic.gov.au/prepare-cyber-incident>

Cyber Exercise Guide

<https://www.vic.gov.au/practice-your-cyber-incident-response>

*Department of Treasury and Finance:*

Victorian Government Risk Management Framework (**VGRMF**)

<https://www.dtf.vic.gov.au/planning-budgeting-and-financial-reporting-frameworks/victorian-risk-management-framework-and-insurance-management-policy>

Victorian Government Office Accommodation guidelines

<https://www.dtf.vic.gov.au/shared-service-provider/office-accommodation-guidelines>

*Victorian Managed Insurance Authority (****VMIA****):*

VGRMF Practice Guide

<https://www.vmia.vic.gov.au/tools-and-insights/tools-guides-and-kits/victorian-government-risk-management-framework>

Federal Government

*Attorney-General’s Department:*

Protective Security Policy Framework (**PSPF**) -

GOVSEC-2 Management structures and responsibilities

<https://www.protectivesecurity.gov.au/governance/management-structures-and-responsibilities/Pages/default.aspx>

GOVSEC-3 Security planning and risk management

<https://www.protectivesecurity.gov.au/governance/security-planning-risk-management/Pages/default.aspx>

GOVSEC-6 Security governance for contracted goods and service providers

<https://www.protectivesecurity.gov.au/governance/security-governance-for-contracted-service-providers/Pages/default.aspx>

INFOSEC-8 Sensitive and classified information

<https://www.protectivesecurity.gov.au/information/sensitive-classified-information/Pages/default.aspx>

INFOSEC-9 Access to information

<https://www.protectivesecurity.gov.au/information/access-to-information/Pages/default.aspx>

PERSEC-12 Eligibility and suitability of personnel

<https://www.protectivesecurity.gov.au/personnel/eligibility-and-suitability-of-personnel/Pages/default.aspx>

PERSEC-13 Ongoing assessment of personnel

<https://www.protectivesecurity.gov.au/personnel/ongoing-assessment-of-personnel/Pages/default.aspx>

PERSEC-14 Separating personnel

<https://www.protectivesecurity.gov.au/personnel/separating-personnel/Pages/default.aspx>

PHYSEC-15 Physical security for entity resources

<https://www.protectivesecurity.gov.au/physical/physical-security-entity-resources/Pages/default.aspx>

PHYSEC-16 Entity Facilities

<https://www.protectivesecurity.gov.au/physical/entity-facilities/Pages/default.aspx>

*Australian Signals Directorate/ Australian Cyber Security Centre (ACSC)*:

Australian Government Information Security Manual (**ISM**)

<https://www.cyber.gov.au/acsc/view-all-content/ism>

ACSC Essential Eight

<https://www.cyber.gov.au/acsc/view-all-content/essential-eight>

*Home Affairs:*

National Identity Proofing Guidelines (**NIPG**)

<https://www.homeaffairs.gov.au/about-us/our-portfolios/criminal-justice/cybercrime-identity-security/identity-security>

Australian Standards

*Please note. For eligible Victorian Public Sector organisations, access to Australian Standards is free from the Victorian Government Library Service (****VGLS****).*

AS ISO/IEC 27001: 2015 Information technology - Security techniques - Information security management systems – Requirements

<https://www.standards.org.au/standards-catalogue/sa-snz/communication/it-012/as--iso-slash-iec--27001-colon-2015>

AS ISO/IEC 27002: 2015 Information technology - Security techniques - Code of practice for information security controls

<https://www.standards.org.au/standards-catalogue/sa-snz/communication/it-012/as--iso-slash-iec--27002-colon-2015>

AS ISO/IEC 27005: 2012 Information technology - Security techniques – Information security risk management

<https://www.standards.org.au/standards-catalogue/sa-snz/communication/it-012/as-slash-nzs--iso-slash-iec--27005-2012>

AS ISO 31000: 2018 Risk Management - Guidelines

<https://www.standards.org.au/standards-catalogue/sa-snz/publicsafety/ob-007/as--iso--31000-colon-2018>

AS ISO/IEC 27035.1: 2017 Information technology - Security techniques – Information security incident management, Part 1: Principles of incident management

<https://www.standards.org.au/standards-catalogue/sa-snz/communication/it-012/as--iso-slash-iec--27035-dot-1-colon-2017>

AS ISO/IEC 27035.2:2017 Information technology - Security techniques – Information security incident management, Part 2: Guidelines to plan and prepare for incident response

<https://www.standards.org.au/standards-catalogue/sa-snz/communication/it-012/as--iso-slash-iec--27035-dot-2-colon-2017>

1. Defence in depth is a multi-layered system in which security measures combine to make it difficult for an intruder or authorised personnel to gain unauthorised access. This approach works on the premise that where one measure fails, there is another independent method in place to continue to defend. For further information refer to the NIST glossary <https://csrc.nist.gov/glossary/term/defense_in_depth> [↑](#footnote-ref-1)
2. The principles of restricting an individual’s access to only the information they require to fulfil the duties of their role. [↑](#footnote-ref-2)
3. The Victorian Government Workforce IdAM Statement of Direction (SOD) defines the whole of government vision for identity and access management. Whilst a government wide approach, the areas covered in this document can also be applied at a local organisation level. [↑](#footnote-ref-3)
4. Refer to the current VPDSF BIL table on the OVIC website <https://ovic.vic.gov.au/data-protection/for-agencies/vpdsf-resources/> for further information. [↑](#footnote-ref-4)