

## S240: IT security for users 2

**Overview:** Avoid common security risks and control access to software and data; and use a wider range of methods to protect software and data (eg from exchanging information by e-mail or when downloading software from the Internet). This standard is imported from the **e-skills IT Users suite**.

**Links:** Communication; IT

**Specific skills:**

- Checking
- Evaluating
- Managing
- Monitoring
- Negotiating
- Organising
- resources
- Problem solving
- Using technology
- Planning

### Performance Indicators

#### Select and use appropriate methods to minimise security risk to IT systems and data

1. Apply a range of security precautions to protect IT systems and data
2. Keep information secure and manage personal access to information sources securely
3. Apply guidelines and procedures for the secure use of IT
4. Select and use effective backup procedures for systems and data

### Knowledge & Understanding

- A. Describe the security issues that may threaten system performance
- B. Describe the threats to system and information security and integrity
- C. Describe ways to protect hardware, software and data and minimise security risk
- D. Describe why it is important to backup data and how to do so securely