GRIFFIN COLLEGE LONDON
(INTERNATIONAL EXAMINATION BOARD)

Cybersecurity Policy

www.griffincollege.org.uk

Version: 1.0
Effective Date: 5th January 2026
Reviewed By: IT Department
Next Review Date: 5th January 2027

1. Purpose

The purpose of this Cybersecurity Policy is to establish a framework for protecting Griffin College London International Examination Board's information systems, data, and networks from cyber threats, unauthorized access, and data breaches. This policy ensures compliance with legal and regulatory requirements, including GDPR, and supports the integrity and confidentiality of sensitive and personal data.

2. Scope

This policy applies to:

- All staff, contractors, and third-party service providers.

- All IT systems, networks, applications, and data managed by the organisation.

- All personal and sensitive data processed, stored, or transmitted by the organisation.

3. Roles and Responsibilities

- **IT Personnel:** Responsible for implementing cybersecurity measures, monitoring systems, and responding to incidents.

  - **Lead IT Security Officer:** Mr. Thavaruban Kandiah.

- **Staff:** Required to follow IT and cybersecurity policies, complete training, and report any suspicious activity.

- **Management:** Responsible for ensuring compliance, supporting cybersecurity initiatives, and providing resources for security measures.

4. Cybersecurity Risk Management

Cyber risks are managed through:

- **Secure Systems:** Firewalls, antivirus software, intrusion detection systems, and regular security updates.

- **Controlled Access:** Role-based permissions, strong passwords, two-factor authentication, and regular access reviews.

- **Staff Guidance:** Policies, training, and awareness programs covering safe IT use and data protection.

- **Compliance:** Regular audits and reviews to ensure adherence to GDPR, IT security standards, and internal policies.

5. Data Protection and Privacy

- Personal and sensitive data must be stored securely and encrypted where appropriate.

- Only authorised personnel may access personal data.

- Data breaches or potential security incidents must be reported immediately to IT personnel.

- Data retention and disposal are conducted in line with GDPR and organisational guidelines

6. System Audits and Monitoring

- Systems and processes are audited annually for compliance with security standards and data protection requirements.

- Additional audits may be conducted when IT systems are updated or when regulatory changes occur.

- Continuous monitoring is implemented to detect and respond to security incidents promptly.

7. Access Control

- Access to IT systems is granted based on job roles and responsibilities.

- Permissions are reviewed regularly to remove unnecessary access.

- Two-factor authentication is mandatory for accessing sensitive systems.

8. Staff Cybersecurity Training

- All staff must complete cybersecurity training annually.

- Training covers phishing, password management, safe IT usage, and GDPR compliance.

- Refresher sessions or updates are provided when significant threats or policy changes arise.

9. Incident Management

- All cybersecurity incidents must be reported immediately to the IT Department.

- IT personnel will investigate and resolve incidents according to established protocols.

- Significant incidents will be escalated to senior management and reported to relevant authorities if required under GDPR.

10. Policy Review

This Cybersecurity Policy will be reviewed annually, or sooner if:

- There are significant changes to IT systems or services.

- There are changes in regulatory or legal requirements.

- New cybersecurity threats emerge.

Approved by:
Griffin College London International Examination Board Management
Date: 5ᵗʰ January 2026

About GCL

Griffin College London is a leading Examination Board to develop the knowledge, skills and practices expected to help organisations flourish, we offer an expansive and creative scope of products and services that help people achieve their potential through Examinations.

We believe in a world where individuals and associations have the certainty and capabilities to thrive, today and in the future. So, we work with like-minded partners to foster the abilities that businesses demand across the world.

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