

September 2021

# LBS Information Security Policy

## Glossary

### Approved by Management Board

1. **Procedures** and **Standards** are the two principal mechanisms by which the School specifies how requirements of **Policies** are to be put into effect.
2. Compliance with Policies, and their associated Procedures and Standards, is mandatory, except where an approved **Exemption** mechanism has been provided for in the Policy, Standard or Procedure. Where such an Exemption exists, compliance with any restrictions or conditions imposed specifically or generally is mandatory for the relief provided by the Exemption to apply.
3. **Procedures** define a set of steps that must be followed in the given circumstances.
4. **Standards** define the process or rules to be used, or the state that a service or system must be, in order to comply with the requirements of one or more policies.
5. **Exemptions** are formal mechanisms, defined in Policies, Standards or Procedures, to allow for circumstances where their provisions are manifestly inappropriate. The exemption will define the precise circumstances when it may be invoked, and will apply to a specific system or service and may impose conditions, restrictions or constraints. Failure to adhere to these will automatically render the Exemption invalid. All Exemptions must be formally approved, using the mechanism defined. Exemptions will be recorded in an appropriate register, and will be reported on for management purposes, and reviewed regularly.
6. **Guidance** and **Best Practice Notes** will provide additional information on why or how to achieve particular Information Security objectives. Compliance with such notes is not mandatory, but is expected unless there are compelling reasons otherwise. Where such guidance is not followed, it should be clearly documented as such.