



National Health Service in Scotland  
Management Executive

St. Andrew's House  
Edinburgh EH1 3DG

Dear Colleague

**NHS IN SCOTLAND IT SECURITY MANUAL**

**Summary**

1. I enclose a copy of the new IT Security Manual which has been produced by Health Systems Division. As our use of, and reliance upon, IT systems increases we must ensure that we preserve the confidentiality, availability and integrity of our systems.

**Action**

2. You are asked to ensure that the issues and procedures covered in this manual are taken on board within your organisation and that proper regard is given to the security of your IT systems in the course of day to day management and as an integral part of new IT projects.

**Background**

3. The manual:-

- (a) is intended for use by all staff involved in the management, development, operation, control and monitoring of IT systems;
- (b) consists of sixteen separate volumes each of which concentrates on a specific aspect of security. This will enable you to target individual volumes to the appropriate staff;
- (c) builds upon the statement of IT Security Policy which was issued in May 1993 under MEL(1993)59.

4. This letter should be copied to Unit General Managers for action as required.

Yours sincerely

C B KNOX  
Head of Computing & IT Strategy

12 August 1994

**Addresses**

For Action

Chief Executive,  
NHS Trusts

General Managers,  
Health Boards

General Manager  
Common Services Agency

General Manager  
State Hospital

For Information:

General Manager,  
Health Education Board  
for Scotland

To be copied to:  
Unit General Managers

Enquiries to:

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