INSTITUTO NACIONAL DE ESTATÍSTICA
STATISTICS PORTUGAL

# Information Security Policy

## 2022

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# Information Security Policy of the Instituto Nacional de Estatística, I.P.

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## Introduction

The Information Security Policy of Statistics Portugal establishes the general principles to be applied by Statistics Portugal to the assets[1] managed under the SGSI (Information Security Management System), following ISO/IEC 27001:2013, ISO/IEC 27701:2019 (Management of Private Information), the applicable legislation and regulations and the recommendations of the ESS (European Statistical System) and EUROSTAT, specific on information security.

When establishing the SGSI, the Administration Board of Statistics Portugal assumes this policy, the commitments defined therein, the integration of the SGSI requirements in the organisation's processes and ensures that the necessary resources for its implementation are available. It has the responsibility towards the interested parties[2] to act appropriately regarding information security management, as well as to monitor and assess the implementation of the SGSI.

This policy is aligned with the Quality Charter of Statistics Portugal, the General Guidelines of Official Statistical Activity, the European Statistics Code of Practice (principles 2, 5 and 9) and other related documents.

Whenever it refers to information security management, in the context of Statistics Portugal's SGSI, it should be considered that it also covers the management of private information in alignment with ISO/IEC 27701:2019 (Management of Private Information).

## Statistics Portugal undertakes to:

// Comply with legal requirements and other relevant national, European (namely ESS) and international standards on information security;

// Ensure the confidentiality, integrity and availability of information in its processes;

// Ensure effective communication of information security policies and procedures;

// Implement a continuous process of information security awareness-raising and training;

// Demonstrate to be a secure organisation with regard to information security.

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## Scope

The Information Security Policy of Statistics Portugal is aimed at all stakeholders.

All stakeholders must know and act in accordance with the Information Security Policy of Statistics Portugal and with the other documents related to Information Security, as applicable and appropriate.

All stakeholders covered by the SGSI who deliberately breach this or other policies are subject to sanctions and other actions, up to and including termination of contract and/or reporting to the police or judicial authorities for criminal offences.

## Value of Information

Information may take various forms (printed or written on paper, stored electronically, transmitted by mail or electronic means, among others), and must be adequately protected, regardless of its medium, use or support. Information security should be adjusted to its importance and value.

Access to information is vital to the functioning of Statistics Portugal, depending on the availability of information systems and infrastructures. Security in the processing and transmission of information is thus fundamental to the efficiency of the process of producing official statistics.

Any interruption of service, leak of information to unauthorised entities or unauthorised modification of data may lead to a loss of trust and/or breach legal and contractual obligations towards citizens and companies.

It is the responsibility of all stakeholders to proactively contribute to information security.

Additionally, it should be noted that EUROSTAT depends on the correct and expected functioning of the information and communication systems of the Member States' Statistical Authorities in order to achieve its objectives on information security. However, this is only possible with the continuous identification of the risks to which the assets, namely under the responsibility of Statistics Portugal, are exposed, and by implementing security controls and mechanisms aimed at their correct and controlled use.

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## Importance of Information Security

The information managed by Statistics Portugal, its support processes, systems, applications and networks are valuable assets to society. The guarantee of confidentiality, integrity and/or availability of information ensures the credibility of the services provided by Statistics Portugal.

Information security shall therefore be applied in all phases of the life cycle of the activities pursued by Statistics Portugal. The information security control of the insertion / collection, processing, storage, transfer, relationship, search and destruction operations of information is as important as or more important than the functionality of an information system. Thus, the permanent and balanced maintenance of a high level of quality and security must be ensured, preventing the materialisation of inherent risks in order to mitigate/limit the potential damage caused by the exploitation of vulnerabilities and information security incidents.

Information security threats are constantly evolving, which implies the continuous adaptation of information security measures to keep up with technological and legislative or regulatory changes. Information security measures shall be technically and economically feasible and shall not limit the productivity and efficiency of Statistics Portugal.

## Guidelines for Information Security Management

// **People management**: the Information Security Policy is applicable to all users of Statistics Portugal, and shall be applied across the board in all organisational units, with specific responsibilities being established for certain functions;

// **Risk management**: all systems (existing or planned) must have an information security level appropriate to the risk to be assumed by Statistics Portugal;

// **Definition of responsibilities**: Statistics Portugal is responsible for the quality, accesses, use and safeguarding of the information contained in the

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systems. Statistics Portugal shall define the standards and procedures that implement the information security levels defined by the entities that own the information and monitor their effectiveness;

// **Information security policies**: there should be detailed information security policies applicable to all information systems, regardless of their environment;

// **Information security procedures**: there should be procedures as detailed as possible defining "what" and "how" to achieve the desired level of information security, as well as defining the level of human involvement in information systems maintenance;

// **Traceability of information systems**: operations on information systems should be properly documented, ensuring that at any time it is possible to ascertain "who" and "when" did "what";

// **Monitoring of controls**: the implementation of controls that address the risks to which the business is exposed can only be effective if there is adequate monitoring of the controls, in order to assess if they are adjusted to the defined objectives. Timely response actions must also be defined in the event of non-operational controls.

**Information Security
Management System Model**

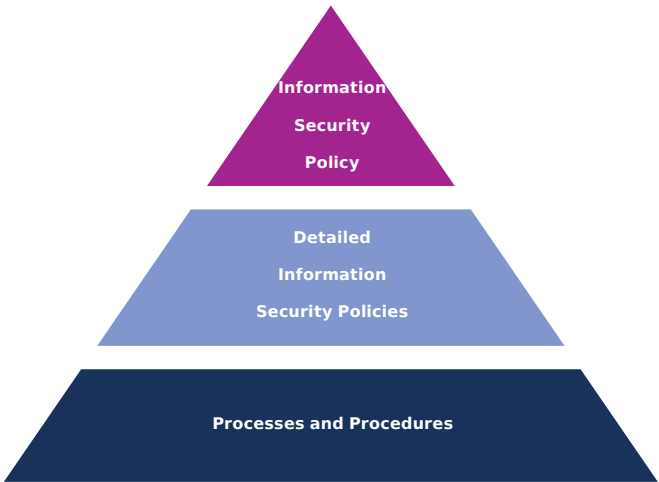The SGSI model of Statistics Portugal is based on three vectors:

// **Confidentiality**: guarantee that the information is accessible only to users[3] and external entities[4] duly authorised for that purpose;

// **Integrity**: safeguard the accuracy of information and processing methods;

// **Availability**: guarantee that authorised users have access to the information whenever necessary.

All information security mechanisms existing in Statistics Portugal aim at the confidentiality, integrity and/or availability of information, and shall be regulated by a normative body consisting of detailed information security policies, processes and procedures, structured as follows:

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The detailed policies and procedures of the SGSI are as follows:

Information
Security
Policy

Detailed
Information
Security Policies

Processes and Procedures

**Detailed Information
Security Policies** [5)]

1. Access control

2. Statistical confidentiality (public)

3. Confidentiality classification of information

4. Physical and environmental safety

5. Backups

6. Transfer of information

7. Malware protection

8. Event or incident management

9. Cryptographic controls

10. Communications security

11. Privacy and protection of personal data (public)

12. Safe development

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**Procedures**

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## Organisation of Information Security

The organisation of information security aims at establishing, implementing, maintaining and continuously improving the SGSI in the context of the organisation and specifies the requirements for the assessment and processing of information security risks according to the needs of Statistics Portugal.

The SGSI's management structure is made up of:

// The Administration Board, which is responsible for monitoring and assessing the implementation of the SGSI;

// The Information Security Officer of Statistics Portugal, which is responsible for managing the SGSI;

// The Data Protection Officer which actively participates in the development of the SGSI, especially in the Privacy and Data Protection Policy and on issues with implications on personal data protection;

// The Information Security Team of the Technological Infrastructure and Information Security Service of the Methodology and Information Systems Department is responsible for implementing information security mechanisms;

// The heads of the organic units and/or other employees who act as facilitators in all organic units of Statistics Portugal.

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## Maintenance and communication of information security policies and procedures

Information security policies and procedures shall be known to all stakeholders within their scope of application, and effective communication of the policies and procedures shall be ensured so that stakeholders are aware of their individual obligations in relation to information security.

Information security policies and procedures are regularly revised, ensuring that they remain relevant and appropriate.

The SGSI is subject to assessment audits:

// By independent audit entities in the "ESS[6] IT Security Framework", in the international trade statistics (MDE - Micro-Data Exchange Intra-EU and CDE - Customs Data Exchange Extra-EU) processes.

// By an ISO/IEC 27006 accredited entity, in the processes of international trade statistics - intra and extra; and in the reception and processing of registration, fiscal and customs information from the Tax and Customs Authority (AT) for statistical purposes, under the Collaboration Protocol between Statistics Portugal and AT.

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[1] An asset is any component that supports one or more business processes within the scope of information security (example: data, hardware, software, datacenter, vault).
[2] Stakeholders correspond to all elements (e.g. citizens, companies, public and private entities) that somehow affect or are affected by the organisation.
[3] Users are understood to be employees and staff of Statistics Portugal.
[4] Example: EUROSTAT, Bank of Portugal, entities with delegated powers of INE, I.P.
[5] Its detail is justified by the procedural aspects of making the policies operational.
[6] European Statistical System

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