



MAHOLA

A local health care system

Security Policy

Issue:

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Date:

18/12/2016

Released by:

Mahola Security Officer

Approved by:

Mahola Project Leader

Mahola Local Coordinator

Authorised by:

Chairman/woman of the Mahola Steering Committee

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1. INTRODUCTION

The purpose of this policy is to provide guidelines and direction regarding security aspects throughout the Mahola project, and the entire life cycle of the local health care system that the Mahola project aims to develop.

This ‘Mahola’ system is a complex and integrated system in the sense that it contains multiple system elements such as People (e.g. ambulance drivers, nurses and/or mid-wives, first aiders and cleaners), Hardware (e.g. ambulance vehicle and buildings), Processes (e.g. how to deal with a patient from an administrative viewpoint), Information (e.g. policies such as an environmental protection policy and a child protection and safeguarding policy, procedures, job descriptions, templates for checklists and contracts), as well as the related Equipment and Supplies to operate and maintain the system over time (see Figure 1).

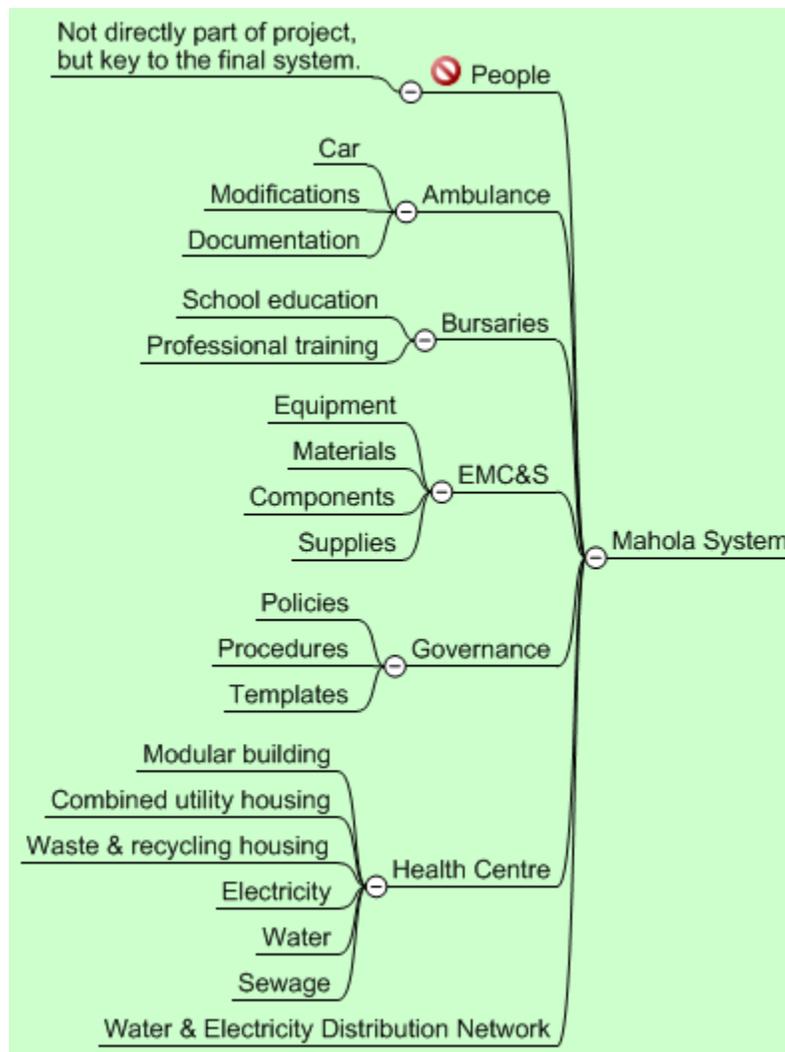


Figure 1: Elements of the local health care system

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Therefore, questions regarding security aspects during all life cycle phases, i.e. the system development; the operation and maintenance of the local health care system; as well as in case of the disposal of certain components thereof, have to be anticipated, investigated and answered in order to ensure the necessary level of security; both directly (e.g. provision to lock away medicines, use of antivirus software) and indirectly (e.g. via increased awareness among the local population in general). Figure 2 shows an overview of relevant security aspects that have to be considered during all phases of the life cycle.

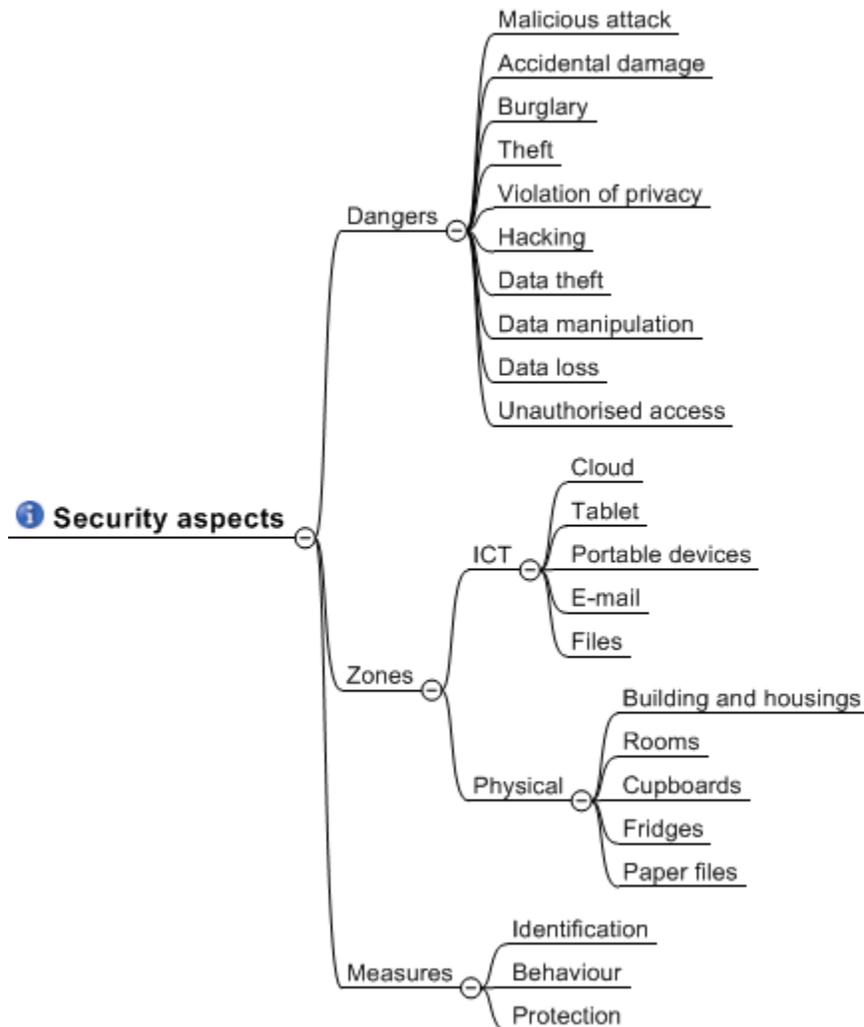


Figure 2: Relevant security aspects

Possible dangers from a security viewpoint may be a malicious attack on the facilities, staff or patients and their families; accidental damage due to a fire, inundation, road accident, storm or falling tree; burglary; theft; violation of privacy; hacking; data theft; data manipulation; data loss; and unauthorised access.

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It is helpful to also look at these dangers in terms of related zones, which can be either virtual/ICT related or physical. ICT zones may be the cloud, tablets or similar devices, portable storage devices such as memo sticks, e-mails or other electronic forms of messages and electronic files. Physical zones may be the main building of the health centre, specific rooms, cupboards and fridges therein, the housings of the health centre, and the ambulance vehicle.

Security measures will be centred on the identification of individual persons and their related access rights to the defined physical and/or virtual zones; security related behaviour of staff members and the general public; as well as concrete virtual and physical protection.

The Mahola Project acknowledges a responsibility to patients, their families, staff members, volunteers and the general public, and we express our commitment towards implementing operations that will promote security. The Mahola Project will consistently strive to raise awareness in the community, encourage participation and educate all concerned, even those who live locally but are not formally involved in security matters.

This policy governs the management of the security aspects of our project and the resulting health care system, with focus on the protection of the health, dignity, property and privacy of everyone, who is using or contributing to the Mahola system in one way or another. It includes the continuous improvement of the necessary level of security, not only during the project itself, but throughout the entire life cycle of the healthcare system. The policy will be reviewed and updated regularly by a nominated Security Officer and authorised by the local Steering Committee.

2. SYSTEM DEVELOPMENT

During the development of the local health care system, from the system specification via the concept and detailed design, right to the implementation and integration of the system, decisions have to be guided by relevant security objectives.

The main security objectives during the system development are the following:

- Protection of project and design data against unauthorised access, hacking, theft, unintended manipulation and loss;
- Protection of purchased and/or locally produced Equipment, Materials, Components & Supplies against malicious or accidental damage, and theft;
- Protection of any other project related materials that is used for Awareness & Fundraising activities against malicious or accidental damage, and theft;
- Creating basic level security awareness among the staff and volunteers, patients and family members, as well as the entire local population.

3. SYSTEM OPERATION & MAINTENANCE

During the operation and maintenance of the local health care system, decisions have to be guided by relevant security objectives.

The main security objectives during the system operation and maintenance are the following:

- Protection of archived project and design data against unauthorised access, hacking, theft, unintended manipulation and loss;
- Protection of all used or stored Equipment, Materials, Components & Supplies against malicious or accidental damage, and theft;
- Protection of any other project related materials that is used for Awareness & Fundraising activities against malicious or accidental damage, and theft;
- Creating basic level security awareness among the staff and volunteers, patients and family members, as well as the entire local population;
- Respect of international security standards (as decided appropriate).

4. DISPOSAL OF SYSTEM COMPONENTS

During the disposal of system components of the local health care system, be it at some point during its life cycle or at the end of the overall system life cycle, decisions have to be guided by relevant security objectives.

The main security objective during the disposal of system components is the following:

- Protection (from storage via transportation to handover, as appropriate) of any items to be re-used elsewhere and/or sold, against malicious or accidental damage, and theft.

5. SECURITY OFFICER

The local Steering Committee will nominate a responsible Security Officer. This office can be held in parallel with any other positions in the local health care system. The nominated focal point for security matters will drive the continuous improvement efforts to ensure the necessary level of security of the system.

In particular he/she will:

- Make local pupils and their families aware of the importance and proven approaches to increase security;
- Regularly review the local practice;
- Initiate related improvement actions and/or projects;
- Regularly review and update this policy as needed;

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- Regularly report to the Steering Committee on all Security matters;
- Support the Administrator by providing inputs for regular reporting;
- Support the Trainer by providing inputs for and actively participating in delivering related training and awareness sessions.

6. REFERENCES

Specific references may be added at a later point in time.