

Practical Risk Management for the CIO

Mark Scherling

Auerbach Publications Taylor & Francis Group 6000 Broken Sound Parkway NW, Suite 300 Boca Raton, FL 33487-2742

© 2011 by Taylor and Francis Group, LLC Auerbach Publications is an imprint of Taylor & Francis Group, an Informa business

No claim to original U.S. Government works

Printed in the United States of America on acid-free paper $10\,9\,8\,7\,6\,5\,4\,3\,2\,1$

International Standard Book Number: 978-1-4398-5653-6 (Hardback)

This book contains information obtained from authentic and highly regarded sources. Reasonable efforts have been made to publish reliable data and information, but the author and publisher cannot assume responsibility for the validity of all materials or the consequences of their use. The authors and publishers have attempted to trace the copyright holders of all material reproduced in this publication and apologize to copyright holders if permission to publish in this form has not been obtained. If any copyright material has not been acknowledged please write and let us know so we may rectify in any future reprint.

Except as permitted under U.S. Copyright Law, no part of this book may be reprinted, reproduced, transmitted, or utilized in any form by any electronic, mechanical, or other means, now known or hereafter invented, including photocopying, microfilming, and recording, or in any information storage or retrieval system, without written permission from the publishers.

For permission to photocopy or use material electronically from this work, please access www.copyright.com (http://www.copyright.com/) or contact the Copyright Clearance Center, Inc. (CCC), 222 Rosewood Drive, Danvers, MA 01923, 978-750-8400. CCC is a not-for-profit organization that provides licenses and registration for a variety of users. For organizations that have been granted a photocopy license by the CCC, a separate system of payment has been arranged.

Trademark Notice: Product or corporate names may be trademarks or registered trademarks, and are used only for identification and explanation without intent to infringe.

Visit the Taylor & Francis Web site at http://www.taylorandfrancis.com

and the Auerbach Web site at http://www.auerbach-publications.com

Preface

Information is the lifeblood of any organization. Without good information, poor decisions are made, risks are not recognized and communicated, and valuable information is lost or stolen. Cyber risks are increasing, and these risks are seriously impacting organizations. Without good information risk management, customer trust and loyalties as well as the organization's reputation and brand are at risk. In taking a more holistic approach to information risk management, we encompass the risks to service delivery, information management, as well as information protection. Chief Information Officers (CIOs) are tasked with delivering information to the organization. In essence, this means making sure the right information is available to the right person at the right time to enable people to do their jobs and make good decisions. It also means making sure the wrong information is not being given to the wrong person at the wrong time, thereby increasing risks to the organization.

It is time for CIOs to relook at how they are organized and realign with what is important to the business. CIOs deliver information to the business. Good information is what is important to the business. Any Chief Executive Officer (CEO) or executive will tell you that without good information they cannot make good decisions. This means that information must be findable, managed, protected, and available. Risks to information must be managed and mitigated. The

X PREFACE

costs of mismanagement or ignoring risks are huge. Fines, noncompliance, breaches, loss of trust, loss of reputation, loss of key personnel, and perhaps jail time can occur if risks are ignored. CIOs must better improve the management of risks to their information. This book gives the reader some solid foundations for improving information risk management.

Acknowledgments

Many people encouraged me to write this book. Although I will miss a few names, I would like to acknowledge a few who really helped me. To

Robin Wakefield, who has helped me in many of my thoughts, especially some of the more radical ones.

Michael Legary, who was so enthusiastic about my book that he read it forward and backward.

Richard Mandy, who kept me thinking out-of-the-box.

Richard Hakim, who helped edit some key sections.

Shayne Fynes, who encouraged me to write it and said that he would be the first one to buy my book.

Joe Gollner, who helped me with the information management.

My wife Gerry, who tolerated my rants and raves about Microsoft Word®, formatting documents, and some other things about word processing software. She gave me time to write this book.

My brother Gary Scherling, who is a Project Manager and helped write the section on Project Management.

Some of my friends John, Mike, and Caner, and to my colleagues in the British Columbia (BC) Government, who encouraged me to write this book.

About the Author

Mark Scherling, CISSP, CRM, has been working in IT for over 30 years. For the past four years, he has been managing information security and privacy for the Justice Sector in the Government of British Columbia (Canada). Prior to the Justice Sector, he managed the Information Security Investigations Unit for the entire BC government. He has designed and implemented public key infrastructure (PKI) and security solutions for numerous clients.

He is considered a Subject Matter Expert in Risk Management and Information Security by the Information Systems Audit and Control Association (ISACA). He contributed to the Risk IT Framework and Certification in Risk and Information Systems (CRISC), a new ISACA Certification. He is viewed as a Security and Risk Management Expert by many people within and associated with the Government of British Columbia.

His background includes sales, marketing, and information management. In the mid-1990s, he was instrumental in developing and implementing the Canadian Department of National Defence Intranet or the DIN. He has significant experience in information and knowledge management. He combines this expertise with information protection to create an information risk management strategy for Chief Information Officers (CIOs).

He has been part of the evolution of information technology (IT) from Digital Equipment's Vaxes and PDP11s to mobile computing, the Internet, and cloud computing. The interconnected world we now live in holds exciting promise to link people, computers, applications, and information. There are risks when we link everything together and share information. Organizations are always trying to reduce costs and improve customer relations. Mark has been involved in information security for over 13 years and has oriented his approach from simple information security to risk management strategies. As the Internet continues to evolve, so evolves information security and risk management. The reality is that we need better ways of managing risks to our information and services. His approach takes a more holistic approach to risks, considering not just liabilities but also service delivery because information is one of our most important assets.

Contents

PREFACE		ix
ACKNOWLEDG	MENTS	xi
ABOUT THE	A uthor	xiii
CHAPTER 1	INTRODUCTION: WHY RISK MANAGEMENT?	1
CHAPTER 2	LIABILITY	9
	Personal Data Disclosed or Stolen	10
	Intellectual Property Lost or Stolen	12
	Wrong Decisions Made	15
	Liability Risks	16
CHAPTER 3	SERVICE DELIVERY	19
	Transaction Centric	20
	Information Centric	21
	Risks to Service Delivery	22
	Risks to the CIO	22
PART I P	RINCIPLES AND CONCEPTS	
CHAPTER 4	OVERVIEW	25
OHA! IER !	Market Risks	25
	Budget Risks	26
	People Risks	27
	Technology Risks	28
	Operational Risks	28
	Information Risks	28

IV CONTENTS

	Control Risks	29
	Detection Risks	29
	Risk Treatment	29
CHAPTER 5	Basic Concepts, Principles, and	
	PRACTICES	31
	Concepts	31
	Risk IT Framework Principles	32
	ISO 31000 Risk Management Principles	33
	Other Risk Management Principles	35
	Summary: Risk Management and Risk IT Principles	38
	Information Security Principles	39
	Accountability Principle	39
	Awareness Principle	40
	Ethics Principle	41
	Multidisciplinary Principle	41
	Proportionality Principle	42
	Integration Principle	43
	Timeliness Principle	43
	Assessment Principle	44
	Equity Principle	45
	Information Management Principles	46
	Value	46
	Life Cycle	46
	Reuse	47
	Proliferates Quickly	48
	Dependencies	48
	Principles	49
CHAPTER 6	RISK ASSESSMENT, ANALYSIS, AND	
	Procedures	51
	Making Decisions: Fact or Fiction? How Do You Decide?	51
	Confidence Ranking Process	53
	Facts	55
	Calculations	56
	Estimations	56
	Guesses	56
	Risk Management Starts with the Individual	60
	Managing Risky People	63
	Risk Management Profiling and Risk Culture	66
	Measuring Risks or Uncertainty	67
	How to Measure Risks	70
	Identify the Risk	71
	Consensus of the Risk	71
	Analysis of Risk	72
	Mitigate the Risk	75
	Monitor the Risk	76

	CONTENTS	V
	Reassess the Risk	76
	Performing a Risk Assessment	76
	Team or Committee Selection	80
	Step 1: Define Parameters	80
	Taxonomy of Risk Types	81
	Scope, Time Frame, Complexity, and Stakeholders	81
	Step 2: Identify Risks and Impacts	85
	Step 3: Consensus of Risks and Impacts	86
	Step 4 Risks and Impacts Analysis	87
	Step 5: Prioritize Risks and Impacts	89
	Step 6: Review Existing Controls	92
	Step 7: Risks and Impacts Mitigation Analysis	93
	Step 8: Costing, Prioritization, and Decisions	94
	Step 9: Implementation	95
	Step 10: Review	95
CHAPTER 7	METRICS	97
OHAP IER 7	User Experienced Metrics	98
_	- -	100
CHAPTER 8	BEST PRACTICES	103
CHAPTER 9	PRINCIPLES AND CONCEPTS: SECTION	
	SUMMARY	105
PART II S	SERVICE DELIVERY	
0 10	December Management	113
CHAPTER 10	PRODUCT MANAGEMENT	120
	Products You Deliver as a CIO	120
	Information Delivery: How Information Flows in Your	122
	Organization	122
	Organizing IT for Information Delivery, Management,	124
	and Protection	124
CHAPTER 11	PROCESS MANAGEMENT	127
CHAPTER 12	PROJECT MANAGEMENT	141
-	Projects	144
	Risk Ranking	147
	Vulnerability Scanning	147
	Reporting	149
CHAPTER 13	IT SERVICE MANAGEMENT	153
- · -	Opportunity Capacity	154
CHAPTER 14	REPORTING ON SERVICE DELIVERY	157
CHARTER 15	SERVICE DELIVERY SECTION SHAMARY	159

PART III LIABILITIES MANAGEMENT

CHAPTER	16	INFORMATION MANAGEMENT	167
		The Value of Information	168
		Classify Your Information: Value and Categories	174
		Value/Sensitivity of Information	175
		Categories of Information	177
		Controlled Vocabulary, Taxonomies, Keywords, and Search	179
		Controlled Vocabularies	181
		Summary	189
		Identify Information Assets	190
		Information Has a Life Cycle	192
		Database Information Life Cycle	196
		Information Flows	197
		Information Flow Analysis	199
		Information Management Strategy	202
		Designing Information Management across Large	
		Organizations	207
		Steps to Better Information Management	216
CHAPTER	17	Information Protection	221
		Security Controls	225
		Essential Controls	227
		Personnel (Includes Management and Operations)	228
		Technology	230
		Information	232
		Ingress	233
		Egress	234
		Database Security and Monitoring	235
		Defense in Depth	237
		Audit and Compliance	238
		Documentation	239
		Information Security Architecture	240
		Reporting on Information Security	244
		FISMA, NIST, and FIPS	246
		Why	247
		What	247
		Specifications for Minimum Security Requirements	249
		How	254
		Payment Card Industry Data Security Standard	255
		Analysis of Good Information Security Practices	258
		Employee, Hacker, Insider, or Outsider	261
		Insiders	263
		Employees	264
		Partners	266
		Contractors	266
		Outsourced	267
		Insider Threats	267

	CONTENTS	All
	Insider Controls	268
	Outsiders	269
	General Public	269
	Hackers	269
	Customers, Clients, Others	270
	Outsider Threats	270
	Outsider Controls	271
	Data Loss Prevention/Information Knowledge Leakage	271
	Database Solutions	275
	Network and End-Point Solutions	276
	Portable Device Control	277
	Defining the Risk	277
	Deploying DLP Solutions	279
	Paper: Print, Keep, Shred	282
CHAPTER 18	E-DISCOVERY	287
	Rules and Obligations	289
	Standard of Proof	290
	E-Discovery Process	292
	Information Management	292
	Collection and Preservation	293
	Production	294
	Presentation	294
	Summary of E-Discovery	295
CHAPTER 19	PRIVACY	299
CHAPTER 20	Policies and Procedures	303
	Writing Good Policies	305
	Communicating Policy	307
	Enforcing Policy	308
	Writing Good Procedures	309
	Following Procedures	310
	Next-Generation Policies and Procedures	311
CHAPTER 21	PLANNING FOR BIG FAILURES OR BUSINESS	
	CONTINUITY	313
	Business Resilience and Redundancy	316
	Business Continuity Management	318
CHAPTER 22	LIABILITIES MANAGEMENT: SECTION SUMMARY	321
PART IV	PUTTING IT ALL TOGETHER	
CHAPTER 23	DESIGNING A RISK MANAGEMENT STRATEGY	329
	External Factors	330
	Organization Structure	331
	Identify Assets	331

VIII CONTENTS

	Compliance Requirements	332
	Risk Management Profiles	332
	Risk Culture	332
	Governance	333
	Risk Management Strategy for Service Delivery	333
	Risk Management Strategy for Liabilities	333
	Consolidated Risk Management Strategy	333
	Risk Management Framework: Outline	334
	Maintain Risk Management Program	335
	Resourcing a Risk Management Program	336
CHAPTER 24	FORWARD-LOOKING RISK MANAGEMENT	337
CHAPTER 25	PREPARING FOR A "BLACK SWAN"	341
CHAPTER 26	Conclusion	343
APPENDIX A:	OECD PRIVACY PRINCIPLES	347
APPENDIX B:	PROJECT PROFILING RISK ASSESSMENT	351
APPENDIX C:	RISK IMPACT SCALES	355
APPENDIX D:	CLASSIFICATION SCHEMA	359
BIBLIOGRAPH	Y	363
INDEX		371

INTRODUCTION

Why Risk Management?

The purpose of this book is to help Chief Information Officers (CIOs), Chief Information Security Officers (CISOs), Chief Risk Officers (CROs), Information Management/Information Technology (IM/IT) Security Professionals, and IM/IT Managers deal with IM/IT risks. IM/IT risks are not all about information security. The CIO must deliver IM/IT services to enable the business to run effectively. The CIO must also protect information to prevent it from being lost or stolen. The CIO walks on the edge of a sword, balancing service delivery on one side and liabilities on the other. Straying too far on either side will result in failure, and that failure may be catastrophic.

We have been managing risk from the time we left the trees to modern times. Our risk model is still based on primal instincts (fight or flight). It was very simple and our choices were simple. We made the choice to eat, get eaten, or run away. We had to decide if the tiger was smiling because its belly was full or because it saw us as the next meal. We still use that same habitual way of thinking to deal with today's "tigers," and we can be led to make less than optimal decisions.

At a basic instinct level, our risk management skills are not well suited to making risk decisions in the complex environment in which we live today. If you consider a medium-sized network of 4,000 devices with routers, switches, servers, workstations, and printers, about 6.9 billion electronic events are generated every working day. Now think about which of those events could affect you or your organization in a negative way. How about in a positive way? We need tools, processes, and methodologies to help us make informed decisions when managing risks, especially information and IT risks.

With the advent of the Internet we now have a single worldwide network or, as Kevin Kelly from *Wired Magazine* describes it, "The Machine." The Machine is composed of billions of computers, routers, switches, and mobile devices, all with a view into this network. And with this single network we have ways of doing amazing things. We can communicate around the world. People can read what is going on across the planet almost at the moment an event is happening. Think about some of the events that have occurred over the past decade and we knew about it the minute it was happening. We see pictures of disasters within minutes of the disaster happening. People have digitized this world into The Machine. And it will become far more connected. And the risks? If you don't keep up, you will fall behind and become a have-not. If you keep up, you pay the price of evolving faster than your people can evolve. You end up with technology that is too sophisticated to be understood. You end up with too many events happening. And you cannot make good decisions without good information.

We are in a war zone and we do not know it. The war zone is cyber-space. The events that happen in cyberspace happen a million times faster than events in real-time. The events happen all over the world and it is a global economy. Because we are all connected, we also are connected to people with criminal intent. Those people are intent on stealing your money, information, and anything of value. The world market for information is in the trillions of dollars. And it does not matter how it was gotten—the market is there for information.

Today the biggest risk in cyberspace is misunderstanding. According to the Internet Security Alliance (ISA) and the American National Standards Institute (ANSI) report entitled "The Financial Management of Cyber Risk," most executives wait until they are compromised to put a reactive plan in place. Waiting until after the problem has occurred damages reputations and costs more money. Reactive plans are too late. It is the proverbial "closing the gate after the horses are gone." According to the Ponemon Institute, the average incident cost to an organization rose from \$4.5 million in 2005 to \$6.65 million in 2009 for a security breach involving credit cards. And we cannot estimate the damage to reputation—not to mention the theft of intellectual property that has cost billions of dollars. It has cost companies dearly.

Risk management is something we do every day. We manage risks as we walk across a street or drive down the highway. On an

individual basis, we manage risks fairly well, although we always hear stories about people who do not think about the risks and manage to hurt themselves or worse because they did something stupid. At an organizational level, we do not manage risks well. This is due to the complexity of organizations and systems. At some levels, we manage risks fairly well. However, as we have seen in many of the failures of organizations, risk was not managed well. Risk management is ad hoc management at best.

We have not formalized risk management in most organizations. The closest we come to enterprise risk management is the auditors and the board. In some organizations there is the recognition that risk must be managed at the corporate level and executives must be aware of risks in making key business decisions. In those organizations, there is an audit advisory committee that advises the board and directors on business risks. These are key business decisions that change the way an organization conducts business. Typically, these are focused on rewarded risks, which are risks associated with investments that create value for shareholders. What is missing is the incorporation of operational risks into these key business decisions. As indicated by a number of studies, operational failures can cause significant losses. In reality, risk management is still very much fragmented and managed within business lines and geographic boundaries.

Even more fragmented are risks associated with IM/IT. The reality is that we are all heavily invested in cyberspace. We do business in cyberspace because it reduces our costs. We do business in cyberspace because our partners and customers do business there. We use Web sites to provide information to our customers, our partners, and our competitors. We use the Web to inform, transact, and communicate. We do not manage the risks associated with cyberspace as business risks. Cyberspace is an enterprisewide risk management issue. It should be at the board. It should have a strategic, cross-organization focus.

Cyberspace has both rewarded risks and unrewarded risks (the organization is compelled to invest in security to prevent data loss or meet compliance). The requirement is to recognize that cyberspace risks are both horizontal across the organization and vertical within business units.

Risk management is an integral oversight function to help organizations avoid or mitigate situations or events that can harm individuals,

4 PRACTICAL RISK MANAGEMENT FOR THE CIO

groups, or the organization. Risk management is not just about organizational harm, but is also about how services are delivered. Risk management does not reduce risks; it measures and reports risks.

It is really simple why you manage risks:

- To reduce or mitigate liabilities
- · To improve or maintain service delivery

Information risk management is about getting the right information to the right person at the right time while preventing the wrong information from getting to the wrong person at the wrong time. And what we are seeing is that information risk management is still considered a technical issue to be dealt with by IM or IT staff. According to the ISA-ANSI publication The Financial Management of Cyber Risk most enterprises categorize information security as a technical or operational issue to be managed by the IT department. This misinformation is being fed by outdated corporate structures and the lack of an overall strategy dealing with information risk management.

In the ISA-ANSI publication, they indicate that the Chief Financial Officer (CFO) as opposed to the CIO or CISO should be the most logical person to lead enterprise risk management, including information risk management. The problem is one of education and time. To properly inform a CFO, they need to have some background in IM/IT to understand some of the nuisances that make up information technology. Because of the complexity, there is no single person who has that understanding. That is why we must automate risk management to allow the information to be presented in a meaningful way. The Federal Information Security Management Act (FISMA), which was passed in 2002, is now looking toward continuous monitoring or near-real-time risk management so that on a real-time basis, senior executives understand the security state of their information systems.

We need to consider risk management starting at the top. We have all heard of enterprise risk management (ERM). ERM is usually practiced at the board or executive level in making strategic decisions. At the enterprise level, risk management as defined by ISO 31000 (2009) enables an organization to

- Increase the likelihood of achieving objectives;
- Improve the identification of opportunities and threats;