Cyber security improvement plan to December 2022. Updated 30 June 2022.

TPR Cyber cycle	Description	Improvement	Timescale	Progress to 30.6.22
Assess and understand the risk	Documenting the Fund's cyber strategy	The Fund currently relies on the Host Authority's cyber policy but in the creation of a compliance statement has started to document its own. This will be reviewed at least annually and approved by the Pension Fund Panel and Board.	December 2021	Complete
Assess and understand the risk	Allocating primary responsibility for cyber risk	Primary responsibility is allocated in the new compliance statement to the Director of Corporate Operations	December 2021	Complete
Assess and understand the risk	Updating the Pension Fund Panel and Board on cyber risks, controls and incidents	The Pension Fund Panel and Board have not been updated regularly on cyber risks, controls and incidents but from 2021/22 this will be included at least annually on the agenda.	December 2021	Complete
Assess and understand the risk	Including Cyber Risk in the Risk Register	Cyber risk has been previously included in the risk register but the risk has been reviewed and reworded and now will be done so at least annually.	December 2021	Complete
Assess and understand the risk	Provide the Pension Fund Panel and Board and officers with clear guidance on their responsibilities for cyber security.	Pension staff are now required annually to read the policy statement on cyber security. The cyber security policy statement and associated improvement plan will be reported annually to the PFPB.	December 2021	Complete
Put controls in place	Third party access to UPM	Civica consultants require access to UPM to provide support to the Pensions team. Access to UPM is requested by Pensions and chaperoning is not considered necessary. However user accesses should be restricted to a maximum of 1 working week at a time, with the exception for work which has to continue over weekends.	December 2021	Complete

TPR Cyber cycle	Description	Improvement	Timescale	Progress to 30.6.22
Put controls in place	Shared account management	To run bulk processes such as the production of annual benefit statements, Pensions use shared UPM accounts so that individuals can run processes but also log on separately for individual processing. These accounts are not currently assigned to individuals but will be with effect from the annual processes starting in January 2022 to allow an audit trail.	January 2022	Complete
Assess and understand the risk	Provide annual training to the Pension Fund Panel and Board on cyber risk, including phishing risks.	Include regular cyber security training on training plans for Panel and Board members. This will enable the Panel and Board to understand the requirements for cyber security and to support any required changes.	March 2022	Complete – session took place on 18 March
Put controls in place	Prompt removal of UPM accesses from staff who have left	Document the process for line managers to request for UPM access to be removed from leavers as part of the leaver process. Systems team have introduced quarterly reporting to ensure that accounts are deleted appropriately.	March 2022	Complete
Put controls in place	Changing standard passwords on documents	Our passwords for external documents change on a regular basis but follow the same pattern. It is therefore possible that someone who has left could still open information. Password protocol needs amending.	March 2022	In progress
Put controls in place	One Time Passcode	As part of the development of the Member Portal, the existing two factor authentication will be improved to require a member to enter a unique passcode as well as their password when they log in. The passcode will be sent to the registered email address.	April 2022	Complete
Put controls in place	Online Identity and Verification	Implementation of a module within UPM which will allow members to confirm their identify online, improving security and removing the need for paper evidence.	July 2022	Final testing in progress, on track to be live by 31 July

TPR Cyber cycle	Description	Improvement	Timescale	Progress to 30.6.22
Put controls in place	Access profiles within UPM	Work with Civica to improve the profiles within UPM to increase the granularity of the access covered and the way in which the accesses are described and held in the system	July 2022	Complete - reduced number of profiles and aligned to grade structure.
Assess and understand the risk	Knowledge of data flows in and out of the teams	Produce a member data flow map to detail where information comes into the team and how it is handled	December 2022	
Put controls in place	Reliance on 3rd party cyber security arrangements	Send an annual questionnaire to all third party providers covering their security policies and any incidents in the year	December 2022	