SOUTH WEST CYBER SECURITY CLUSTER
(SWCSC)

Terms of Reference

Introduction
The SWCSC is a not for profit collaboration established in February 2015, by Pete Woodward and Peter Jones, and will not endorse any individuals, companies or their products.

Aim
To identify, consider, recommend and provide solutions to mitigate cyber related threat, harm and risk to businesses and their people within the South West region.

Objectives
The SWCSC through its membership will seek to:

- Raise awareness and best practice in the South West Region.
- Share best practice and knowledge with SMEs working within the cyber security sector, academia and the police.
- Attract commercial resources and investment into the region.
- Help to safeguard local businesses and local communities against cyber threat, harm and risk.
- Provide independent advice which does not align to any specific product or service and is offered without commercial gain.
- Encourage relevant speakers and products to be presented at the steering and professional tier membership level only.
- Assist in the identification of future threat, harm and risk to the region.
- Encourage partnership working to reduce crime and thus contributing to reducing the demand on police resources.
- Facilitate communication and collaboration between key partners and stakeholders.
- Support for education and development in cyber security across the South West.

Area within remit of SWCSC
Organisations with a registered business address in the areas of Devon, Cornwall, Avon, Somerset, and Dorset will be eligible for membership.

Membership
Membership is personal and individual and falls within different tiers.
1. Professional membership. The primary professional business or employment is information security or the associated disciplines such as cyber technical risk management, privacy control or fraud management. Prospective members will complete an application form providing a summary of their activities, reason for seeking membership and how they can contribute towards the SWCSC's aim and objectives. Professional membership will be approved at steering committee level. The SWCSC

reserves the right to charge a membership fee to cover the shared administrative expenses of the cluster.

2. <u>Associate membership</u> Academia, police, DCBC or large companies with an interest in the sector working in the region.
3. <u>IT Solution membership</u> It Solution providers who would like to be involved with the Cluster to understand current threats, share best practice and provide feedback on their experiences. Members will be requires to achieve Cyber Essentials certification, have professional indemnity insurance of £1m+ and meet 'buy with confidence' standards
4. <u>Business Community membership</u>. This will be open to anyone wishing to be included in updates and event invites. This will be segregated into sub audiences to ensure the information shared is relevant.

Accountability

The SWCSC will maintain a history of events attended and/or held. Any SWCSC events will be approved by the steering group to ensure that the aims of the group are appropriately represented at all times and will include initial SWCSC outline presentation which will precede any presentation that wishes to align to the Cluster and the use of our logo.

Methodology

The SWCSC will collaborate with its associates, professional members and meet monthly on the 2nd Friday of each month to deliver upon its objectives.

Administration and Membership

Membership:

- The group membership will consist of representative(s), or their deputies, from each SW force and NPCC Crime Prevention.
- Membership will be by invitation and agreed by the steering group.
- The steering group will consist of:
  o The 2 Founders
  o SWCSC co-ordinator
  o Events co-ordinator
  o Membership co-ordinator
  o Police representative
  o Business community representative-DCBC
  o Academia representative
  o Local community representative.
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Administration:

- The SWCSC and its meetings will be administered by its steering group.

Review

- The SWCSC will review the terms of reference and the value added to the region by our existence annually on the first steering group meeting that falls after 31st May.

Meetings

- The meetings will be chaired by the SWCSC co-ordinator who will provide secretariat for the group

- Non-members may be invited to attend meetings from time to time to help the SWCSC achieve its aims.
- There will be 4 events organised and held by the SWCSC each year.
- The SWCSC will attend other events to speak by invitation and these will be approved by the steering committee.

Information sharing
- All information retained and disclosed within the steering group will be managed in compliance with data protection legislation and the Information Commissioners Office and will remain confidential unless agreement has been made that it can be shared.

Website
The website will be used to:
- Share information within the relevant community which aligns to the aims of the SWCSC and be a source of non-commercial information.
- Identify the professional members within the scope of their professional membership application only and their contribution to the SWCSC aims.
- Promote SWCSC events.
- Enable our communities to receive updates by signing up to our website.

The website will NOT be used to:
- Promote individual products nor the services of any company.
- Promote any individual or their services.
  (Subject to review should appropriate accreditation be achieved and agreed by the SWCSC)

Code of Conduct

Members will be required to adhere to the following code of conduct:
- Act with integrity and high ethical standards
- Deal fairly with others and treat other cluster members with respect
- Use professional skills through the cluster to meet the clusters aims and in accordance with the terms of reference
- Avoid behavior that reflects adversely on the SWCSC or other SWCSC members
- Abide by the SWCSC terms of reference
- No member will use the SWCSC brand for commercial advantage.

Disclaimer

Please be advised that all digital/cyber related prevention advice is provided by registered members of the South West Cyber Security Cluster (SWCSC) as a free service without the intention of creating a contract. The SWCSC is unable to guarantee that any measures taken following the advice will prevent crime in its entirety. Although members of the 'cluster' are governed by professional standards and are required to comply with the agreed Terms of Reference the SWCSC takes no legal responsibility for any advice given or provided by its members.