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Methodology for Minimization of Information Risks in Case of Firing Private Companies Employees

Almost each employee of the company owns such important data as confidential documents, contracts, client database etc. In the case of firing the employee is possible to take out the data being confidential for the company or create the information leakage channel. Also one cannot exclude the sabotaging to revenge of the fired employee connected with destruction or modification of the important data. Nevertheless, till now in most companies the hiring of the employee is usually accompanied only by his withdrawal. As a rule in all computer bases the note about him stays on and he can still use informational resources of the company for his own purposes. This problem is thrown into sharp relief especially nowadays, since due to heavy financial position the companies have to recourse to the stuff reduction.

What measures should be taken to protect the informational resources of the company? Primarily we should identify the essential informational resources, that protection we should focus on. For this it is necessary to understand what information is been processing in the company to identify all informational resources. After identification of all informational resources of the company defining its value and categorizing by importance and criticality are required. Referring to each protected informational resource it is necessary to analyze security threats and develop the models of violators by the types of threats. After identifying informational resources needed to be protected, the next step is specifying the threats that information resources can be subjected to. Developing the models of violators is required to identify preventive procedures and stop unauthorized actions of hired employees for each informational resource.

To be efficient protective procedures must be attached to the technology and the methods of data processing. They can be listed as following: backup of all important information; access control to informational resources; spread of information only throw the controlled channels; hiring the staff responsible for the documentation control; mandatory destruction of the copies of unused documents and notes; determination of confidential information for employees; listing the confidential information, regular assessment and updating; comprising the point about non-disclosure of confidential information into the labor contract, the inner order rules and into the job descriptions; patenting or obtaining copyright for developed technologies and devices, software systems.

The consistent realization of stages of work will let cut the information security costs of the company, since the measures and means of protection will be taken only against the informational resources that are essential and knowing what threats can be realized we can say with confidence how to protect our informational resources.