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GDPR data security headline guidance for staff working from home during Coronavirus crisis

Please note this is a summary from the policy and staff should follow the full guidance available on the staff handbook www.bcepolicies.com

- Confidential paper records will be kept in a locked filing cabinet, drawer or safe, with restricted access. Confidential paper records will not be left unattended or in clear view anywhere with general access

- Digital data is coded, encrypted or password-protected, both on a local hard drive and on a network drive that is regularly backed up off-site

- Where data is saved on removable storage or a portable device, the device will be kept in a locked filing cabinet, drawer or safe when not in use. Memory sticks will not be used to hold personal information unless they are password-protected and fully encrypted

- All electronic devices are password-protected to protect the information on the device in case of theft

- Where possible, BCT (Big Creative Training)/ASC (Artemis Studios & College) enables electronic devices to allow the remote blocking or deletion of data in case of theft

- Where staff use their personal laptops or computers BCT/ASC purposes this must be in accordance with the ICT usage policy available on the staff handbook

- Emails containing sensitive or confidential information are password-protected if there are unsecure servers between the sender and the recipient

- Circular emails to parents and learners are sent blind carbon copy (bcc), so email addresses are not disclosed to other recipients

- Where personal information that could be considered private or confidential is taken off the premises, either in electronic or paper format, staff will take extra care to follow the same procedures for security, e.g. keeping devices under lock and key. The person taking the information from BCT/ASC premises accepts full responsibility for the security of the data

- Where staff are taking data out of company premises in any form including devices such as laptops, mobiles, storage devices etc. as well as records in other formats such as paper enrolment forms etc., they are responsible for ensuring the security of that data

- All data or devices which contain data must be kept on their person or in locked storage the whole time they are offsite. No data or devices may be left in an unoccupied car at any time and all data or devices must be taken into a building or kept about their person when the car is left unattended

- Big Creative Training takes its duties under the GDPR seriously and any unauthorised disclosure may result in disciplinary action

END