Information Technology Security Policy

1. Introduction

1.1. The Cambridge Spanish Centre is ultimately responsible for the work of the organisation, including the information, technology and electronically stored data. The Cambridge Spanish Centre supports the goals and principles of data security and will do its best to ensure that work is not disrupted, nor security breached by misuse of IT systems. We allow staff to access company email accounts on their personal devices provided that these devices have secure passwords and that no sensitive information is shared via email.

1.2. Computing facilities owned by the Cambridge Spanish Centre, software and/or data developed or created on that equipment remains in all respects the property of the Cambridge Spanish Centre. The Patents Act 1977 and the Copyright, Designs and Patents Act 1988 provide for the Intellectual Property Rights (IPR) in that work created by an employee in the course of his/her employment is vested automatically in the employer.

1.3. The Cambridge Spanish Centre stores all information about member groups, and all work done by the organisation electronically. This information is stored on the central server called NAS which is backed up onto the Cloud daily. Some, but by no means all, of this information is stored as a hard copy. A daily site backup is also performed. The Cambridge Spanish Centre realises the importance of data security to ensure the continued efficient working of the organisation and the services it offers to member groups.

2. Legislation

2.1. **Data Protection Act** The Cambridge Spanish Centre in compliance with Data Protection principles will ensure that:

2.1.1. Personal data shall be:

- obtained and processed fairly and lawfully
- held for specified lawful purpose(s)
- not used or disclosed in a way incompatible with the purpose(s)
- adequate, relevant and not excessive for the purpose(s)
- accurate and up to date
- not kept longer than necessary
- available to the data subject
- kept secure

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2.1.2. Staff should note that all data and correspondence, including e-mail messages, held by The Cambridge Spanish Centre may be provided to the person they relate to, in the event of a proper request for information (access request).

2.2. Freedom of Information Act

2.2.1. The Cambridge Spanish Centre will operate in accordance with the Freedom of Information Act (2000), which provides for the general right of access to information held by public authorities. Staff must be aware that the Act extends rights available under the Data Protection Act to include all types of information held, whether personal or non-personal. Therefore, any data or correspondence may be provided to a person who makes an access request.

3. Access

Any downloading and use of unsafe websites is strictly forbidden.

3.1. Staff and volunteers have access to data on the Cambridge Spanish Centre server from their own workstations.

3.2. All workstation computers are password protected. Passwords must not: be reused, shared, written down or contain personal information or include real words. Passwords must be at least 12 characters and include: numbers, symbols and a mix of letters (upper and lower-case).

3.3. Some files and folders can only be accessed by the Direction or Management Team.

3.4. The Cambridge Spanish Centre teachers must only use teaching data for the Cambridge Spanish Centre purposes for which it was recorded with the Course Director.

3.5. Computers must be closed down and/or offices locked when administrators/teachers/volunteers leave their desk for any reason.

4. Viruses and any other malicious activity

4.1. All data on the network is protected by anti-virus software that runs on servers and workstations and is updated automatically with online downloads.

4.2. Any suspected breach should be reported at once to the Director and/or the Course Director.

4.3. Extreme care must be taken to ensure that laptops or data storage devices taken outside the offices are not lost. They must be stored securely at all times.

4.4. Files or documents belonging to the Cambridge Spanish Centre must not be saved onto the hard drive of any computer not owned by or authorised by the Cambridge Spanish Centre. Only the Director can give authorisation.

5. Remote Access and off site working

5.1. Staff may be given permission to work on the Cambridge Spanish Centre system remotely from their home computer, or using one provided by the Cambridge Spanish Centre. It is a condition of remote access to the Cambridge Spanish Centre server that the computer used has anti-virus software installed which is regularly updated by Cambridge support IT.

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6. If staff are given permission to work out of the office, they may be provided with a Cambridge Spanish Centre laptop, or they may take copies of non-confidential electronic files on data storage devices for work on their own computers.

7. **Back Up System Security**

   - All user data is stored on the central server NAS which is backed up automatically on a daily basis onto the Cloud.
   - A weekly archive backup is preserved, and stored securely off site, in the event of a catastrophic building-wide system failure.
   - Daily backup onto the Cloud.

8. **Email and internet use**

   - The Usage of the Cambridge Spanish Centre email and internet is governed by a separate Internet and Email use policy.

9 ways to keep our computers safe.

1) Stay away from suspicious websites.
2) Ensure your computer/device has anti-virus on it if accessing company data.
3) Never open an unknown or suspicious looking email
4) Backup your data
5) Keep your operating system up to date and restart your computer at least once a week.
6) Watch out for text spams on your mobile phone.
7) Download with caution.
8) Only use secure WiFi networks, try to avoid connecting to public networks e.g. in a coffee shop
9) Always lock your computer when leaving your desk

Review

A review of this policy will be undertaken annually or when needs be by the Director and will be approved by the Director.

The Cambridge Spanish Centre will maintain network security controls to ensure the protection of information within its networks. The Cambridge Spanish Centre will also provide the tools and guidance to ensure the secure transfer of information both within its networks and with external entities. This is in line with the classification and handling requirements associated with that information.

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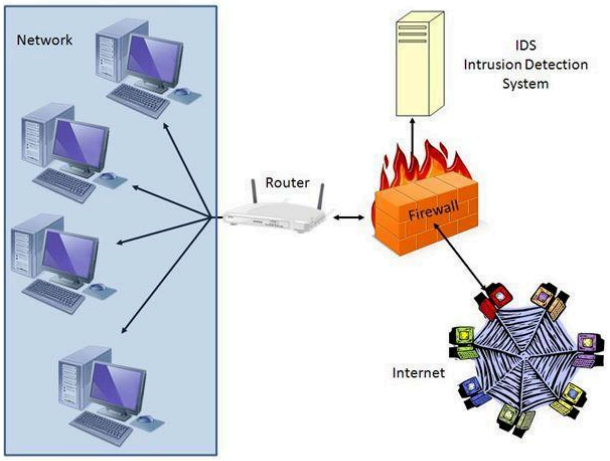
Key

A Corrupted	D Deleted
B Lost	E Hacked
C Destroyed	F Damaged

Key

A	Back up files
B	Log off after use
C	Safe file storage
D	Passwords
E	Authorised personnel
F	Antivirus



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