

ITASS Data Security Guidance

Data Security for Admin Staff

Do

- Lock your computer when you leave your desk during the day (Ctrl-Alt-Delete and choose Lock Computer)
- Be aware that your computer will lock after 10 minutes of idle time
- Ensure that you have your own individual login for the computer
- Ensure that you have your own individual logins for SIMS and FMS (if applicable)
- Limit access to personal and sensitive data
- Password protect documents and spreadsheets that include personal or confidential data if you have a shared storage area on the network
- Practise good housekeeping by tidying shared and personal network folders on a regular basis
- Download antivirus updates weekly if you use a laptop for remote working
- Keep confidential papers off your desk when you're not using them (and file them securely)

Don't

- **ALLOW OTHERS TO KNOW YOUR USERNAMES AND PASSWORDS**
- **WRITE DOWN YOUR USERNAMES AND PASSWORDS WHERE OTHERS COULD FIND THEM**
- Site your computer screen where it can be seen from a public area e.g. reception area
- Take school data off site unless you are authorised to do so
- Use an unprotected memory stick to store personal data
- Duplicate data
- Print documents with personal data unless there is a good reason – if others need to see the data it's better for them to have access to it on computer
- Put lists of contact names and addresses on a noticeboard or other place where others could see them
- Take offsite any paper documents that include personal or sensitive data