

ITASS Data Security Guidance

Memory Stick Guidance

It is not recommended that you use a memory stick to transfer personal or confidential data as there are other more secure methods such as the MLE or in some schools remote network access. If you must transfer personal or confidential data you will need to ensure that:

- Data is not kept for longer than necessary
- Data should not be traced back to you or your school
- You have a back up copy of data stored on a hardware encrypted memory stick
- All data is hardware encrypted
- The memory stick is finger printed and/or pin code protected
- Machines that the memory stick comes into contact with must be virus checked before transferring data

All Head teachers will be given a memory stick that meets the above criteria.



Remember: Memory sticks are easy to lose and can spread viruses