

## **Leicester Schools and Colleges**

### **The Security of Personal Information**

#### **Personal Information**

All of us handle the personal information of others as part of our work. In addition to our professional and common law duties of care we have a specific legal duty to ensure that the information is protected at all times. Even what appears the most innocuous list on individuals can be sensitive in the wrong hands.

#### **Information in the workplace**

Ensure you have a “strong” Password – one that is a minimum of 8 characters long and is made up of at least 3 of the following upper case, lowercase letters, numbers and non-alphanumeric characters.

Do not share your password with anyone and do not write it down where it can be found

Lock up papers when you have finished working on them.

Shred papers that have been finished with – similarly shred CDs/DVDs

Ensure that equipment is cleared of information before it is re-cycled or made obsolete

#### **Information on the move**

Ensure your laptop has hard-drive encryption. TES (formerly EDISS) will provide this service. Contact Alan Copley [Alan.Copley@leicester.gov.uk](mailto:Alan.Copley@leicester.gov.uk) Tel: 0116 2293684

Avoid using USB (Memory) sticks. If necessary only use encrypted USB (Memory) sticks. Encrypted USB Sticks can be purchased through TES.

Keep papers together and preferably in a lockable bag

Use a security cable to protect your laptop and ensure it and any USB stick or papers are locked away at home and kept out of sight when travelling.

#### **SPAM – Scams – Hoaxes**

Be Wary – if an email is from an unknown sender or contains an offer that sounds too good to be true, DO NOT click on the link, SIMPLY delete it!

Don't be taken in by the heart-rending email asking for help in some way – it will be a hoax or a con, SIMPLY delete it!

#### **Reporting – Asking for Help**

Do not be afraid to report a loss or incident of some form – the sooner those who can help are aware then the sooner they can assist you. In the first instance contact Helen Wright [Helen.Wright@leicester.gov.uk](mailto:Helen.Wright@leicester.gov.uk) Tel: 0116 2526793

