

ELECTRONIC DATA ENCRYPTION POLICY FOR ERITH THEATRE GUILD LTD. AND ERITH PLAYHOUSE LTD.

Objective

It is Erith Theatre Guild Ltd. and Erith Playhouse Ltd.'s policy that appropriate measures are taken to ensure that all confidential, personal and sensitive electronic data is stored and transmitted in a secure manner, which adheres to the security standards relevant to the type of data and the system it is held upon. This policy outlines the standards which must be adhered to for the storage of such data on mobile devices and the transmission of data between systems.

Mobile Devices

It is our policy to encrypt all confidential, personal and sensitive data stored onto portable devices, e.g. laptops, CDs, disks, mobile phones, PDA's and USB sticks. All such data will be encrypted as appropriate to the level of risk associated with the data. It is the responsibility of the data user to ensure that any personal data they are using on a portable device, personal, non-playhouse PC or laptop is encrypted, or such data is accessed using secure mechanisms which do not store data on the device.

Communications

It is our policy to encrypt all confidential and personal data when it is transmitted. It is the responsibility of the data user to ensure that any confidential, personal and sensitive electronic data they are transmitting is encrypted. All communications must be encrypted to appropriate standards depending on the level of risk associated with the type of data and the systems used.

Third Party Hosted data

No third-party storage of our owned or controlled data will be authorised unless it meets the requirements set out in this policy and is agreed by the Erith Theatre Guild Ltd.'s Board of Management or their nominee. Data should be held on systems which provide levels of physical and electronic security which are at least comparable to those of our own facilities and which are appropriate to the type of data and the levels of risk.

Internally hosted data

It is our policy to ensure that where necessary networked and local storage devices e.g. PCs hard drives or networked drives, have appropriate level physical security dependant on the data they contain. Such devices will be encrypted based upon risk assessments related to the data stored on the device.

Scope

This policy applies to all members, suppliers and contractors and other authorised users.

Erith Theatre Guild Ltd and Erith Playhouse Ltd, March 2018