

# IRON RULES     HANDLE YOUR DATA WITH APPROPRIATE CARE

## CONFIDENTIAL

### Characteristics

- Unauthorized disclosure or dissemination could result in severe financial or reputational damage to LSE
- 'sensitive personal data' in context of UK Data Protection Act (DPA)

### Examples

- Passwords
- Salary info
- Primary and secondary research data when containing DPA-defined sensitive personal data

### Data Storage

- Ideally always being stored in LSE's IT facilities
- Encrypted with 256-bits AES as minimum while held outside LSE network
- Never in unencrypted format in cloud, in an unencrypted mobile devices or external storage device

### Data Access

- Access must be strictly controlled by the Information Owner who should conduct regular access reviews.
- Devices accessing the data must be LSE owned and need to be encrypted and implemented with appropriate technical controls

### Data Transfer/sharing

- Ideally always shared within LSE's IT facilities
- Should not have duplicate copies on local drives or printout copies
- Should not be shared through email or external storage device, or file sharing system
- While transferring confidential data in physical forms, don't disclose the classification marking on the envelope and use a courier service; seek advice from LSE's Records Management if it contains personal data.

### Data Backup

- Data stored in LSE's IT facilities is backed up nightly by LSE's third party expert; backup data is destroyed after 2 months

### Data Retention

- Must not be stored for longer than necessary for the original purpose of collecting the data
- Can be subject to UK DPA
- LSE provides general guidance on data retention schedule at <http://www2.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/retSch.pdf>

### Data Decommission

- Data must be removed in a secure method  
*Note that normal file deletion process does not instantaneously purge the data, therefore consider using special deletion tools - for instance the 'eraser' tool, which can be downloaded from <http://eraser.heidi.ie/>*
- Print-outs of confidential data should be electronically shredded.