

## INTERNAL USE

*Characteristics*

- Can be disclosed or disseminated by its owner to appropriate members of LSE, partners and other individuals

*Examples*

- Company policy and procedures
- Final working group papers and minutes
- Internal correspondence

*Data Storage*

- Ideally always being stored in LSE's IT facilities

*Data Access*

- Can be accessed by appropriate members as agreed by information owner
- Can be accessed remotely via devices with appropriate technical controls

*Data Transfer/sharing*

- May be circulated on a need-to-know basis to appropriate members

*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
- **Keep a recoverable backup copy in a secure location for your critical data which is not stored on LSE server**

*Data Retention*

- Subject to information owner's retention schedule

*Data Decommission*

- Data can be removed through normal deletion process (Use Shift + delete, to remove the unnecessary step of data residing in the recycle bin, which in effect simply makes a copy of the data files that are hidden from your files browsers)