

WEST BERKS BALLET SCHOOL

INFORMATION SECURITY POLICY

All data pertaining to pupils school or examination history, or employees employment history must be kept:

If in electronic form in a password protected database

If in paper form in a location which is locked if unattended.

Secondary copies of such data must be kept in a different location so as to minimise the risk of losing both copies in the event of fire or flood.

Backups of the data must be made on a regular basis and whenever significant amounts of data have changed

Only authorised individuals must have access to this data