



## HANDLING SENSITIVE INFORMATION POLICY

### DEFINITIONS:

#### **Data or Privacy Breach**

*An incident in which sensitive or highly sensitive data has potentially been viewed, stolen or used, or altered by an individual unauthorized to do so.*

#### **Compromised Data**

*The data exposed in a data or privacy breach.*

#### **Sensitive Data**

*Data, information, or intellectual property in which the school has a legal interest or ownership right and is intended for only limited dissemination. Such materials, if compromised, could be expected to cause minor, short-term harm or embarrassment to the institution and/or specific individuals.*

#### **Electronic Data**

*Data that are stored, transmitted or read in an electronic format such as a file on a drive or device, information in a database, or unstructured formats such as email.*

#### **Cloud Service**

*Refers to remotely hosted computing resources, applications, and data storage which is operated by a third party.*

#### **Electronic Data**

*Referring to the practice of placing a non-transient copy of electronic data on any device or cloud service,*

#### **Purpose/Reason for Policy**

*In conjunction with the principles outlined in the Dasman bilingual data protection policy, the purpose of Dasman Policy on Handling Sensitive Electronic Information is to establish a framework for classifying and handling electronic data which will.*

- *Ensure the schools regulatory, legal, contractual and privacy obligations with respect to privacy and data security are met.*
- *Ensure the school's proprietary data and information is kept confidential to the institution as required.*

### **Scope of this Policy**

*This Policy applies to all administrators, faculty, staff, who as part of their role and responsibilities, may create, use, process, store, transfer, administer, and/or destroy data electronically. The Policy applies to all electronic data in which Dasman school has a legal interest or ownership right, regardless of where such data are stored.*

### **Policy Statement**

*Administrators, faculty, staff of Dasman bilingual must use care when handling sensitive electronic information and must abide by the following as related to the storage, transmission, access, and disposal of electronic data. The IT department will provide the necessary technological support for the implementation of this Policy. The IT department may also deploy automated scanning tools intended to detect and/or prevent data breaches in real time.*

### **Storage**

*Sensitive electronic information may only be stored*

- *On servers which are managed directly by Dasman Bilingual Technology Department*
- *On computers and laptops that have been encrypted using IT-approved full-disk encryption software*
- *On IT-approved cloud services which require Dasman credentials to access.*
- *In any other location approved by IT*

*Sensitive electronic information may not be stored*

- *On unencrypted computers, laptops, devices, or portable storage.*
- *With cloud storage services where credentials are not managed by Dasman IT.*
- *In any other location not approved by IT.*

*Please note that accessing email from a mobile device will sync a portion of your mail to that device. If you are expected to send or receive sensitive via email, you must ensure that device is password protected.*

### **Reporting**

- *In the event of an actual or suspected data breach, the user must inform the Dasman IT department.*

- *If the breach involved the physical theft of a device, the theft must be reported Administration and IT.*

**Related Policies, Procedures & Guidelines**

- *Data Protection Policy*

*I have read and understand the above and agree to take precautions in order protect sensitive data (both in and out of school when carrying out communications related to the school) within these guidelines.*

<i>Staff Name</i>	
<i>Signed</i>	
<i>Date</i>	

**DOCUMENT CONTROL**

<b>COMPLIANCE</b>	
<i>Compliant with</i>	<i>Local legislation &amp; Cognita ME</i>

<b>AUDIENCE</b>	
<i>Internal</i>	<i>All staff in Dasman Bilingual School</i>

<b>VERSION CONTROL</b>	
<i>Author</i>	<i>Bitu Skaria</i>
<i>Implementation</i>	<i>Annually-August to June</i>
<i>Review date</i>	<i>1<sup>st</sup> June Annually</i>