



Information Security Policy

Overview

Global Education Oregon in London is committed to protecting the rights of staff and students in line with data protection law. This policy outlines provides the principles by which a safe and secure information systems working environment can be established for staff, students and any other authorised users.

In the event of a breach of any of these requirements report immediately using the contact details below.

Global Education Oregon in London is registered with the Information Commissioner's Office (ICO) to process personal data and you can view the registration on the ICO's website under the [Data Protection Register](#).

Other data protection policies can be found here: <http://www.geolondon.org.uk/privacy-policies/>

Information technology usage requirements

- *Password protection.* Ensure your email, desktop, laptop, portable hard drive and USB devices are password protected. All passwords should consist of at least eight characters in a mix of uppercase and lowercase letters and numbers. Do not share your password with anybody. Change your password regularly. Use a passcode, pattern lock, or thumb print recognition on your mobile device.
- *Malware protection.* Do not click on links from unknown senders. Look for the secure site padlock on websites before entering details.
- *Lock your computer.* Lock your computer if you are away from the screen, even for a short time.
- *Clear your desk.* Ensure your work area is clear and tidy and that confidential information is not accessible.
- *Working out of office.* Only use password protected Wi-Fi networks. Ensure passers-by cannot see your screen. Do not leave equipment unattended.
- *Data retention.* Do not retain student data on portable or personal devices for more than one year after the programme end date. Any paper documentation should be returned to the office or shredded.

Building usage requirements

1. *Secure areas.* Do not share the door code to the building with anyone.
2. *Secure storage.* Lock away paper records and mobile computing devices when not in use. Promptly collect documents from the printer. Switch all devices off outside business hours.

How to raise a query, concern or complaint





If after reading this page you still have queries, concerns or wish to raise a complaint you should contact the Director in the first instance at the following:

Amanda Milburn

Email: amanda@geolondon.org.uk

Tel: 020 7831 2760

If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for investigation. The Information Commissioner can be contacted at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

www.ico.org.uk

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