

## **FYLDE DECORATIVE & FINE ARTS SOCIETY.**

### **IT and Data Protection Procedures and Protocols**

These procedures are designed to complement the Fylde DFAS IT and Data Protection Policy [September 2013] to provide practical ways of managing risks around IT and to ensure that we utilise IT to our advantage. The nature of technological change means that these procedures will be subject to amendment from time to time.

There are a number of areas of concern around IT and data protection. Sensitive information may be compromised; data may be lost, corrupted, or inadvertently changed; data or online sources may become inaccessible. We aim to address these issues with detailed guidance around the way documents are stored and managed.

#### **General Principles of Storage, Security and Confidentiality**

- Documents containing sensitive or confidential information, particularly relating to individual members should not be shared with any third party without consent.
- Contact details of members should not be shared with any third party without consent
- Documents containing personal information should not be retained longer than judged necessary.
- Confidential documents should be securely disposed of when no longer required.
- Information should be stored securely.
- Information should be backed up using a range of online and offline facilities.
- Passwords will be held by the IT & Media Coordinator and shared with the Chair and at least one other committee member.

#### **Offline Digital Storage**

Some committee members may currently save essential information to disk or memory sticks as essential back-up. This can be useful in the short term but does not always allow access to others in extreme circumstances.

- Essential information should be backed-up and shared with another appropriate committee member if not already saved to online storage.
- The Society's laptop is currently underused and would make a useful facility for offline digital storage. Membership and financial information, for example, could be archived here instead of to CD. This should be progressed between the IT & Media Coordinator and the member responsible for storing the laptop – currently the Programme Secretary.
- Sensitive information, particularly relating to individuals, should be disposed of safely after an appropriate period judged by the relevant committee member.
- Membership data should be deleted after individual membership has lapsed for five years.
- When using portable storage items such as memory sticks it is important that sensitive information is stored safely at all times, and if appropriate, password-protected.

## Online Storage

Dropbox is currently our online storage method, intended to provide safe and secure back up for important information. It will also function as an archive for the Society. We recognise that Dropbox is unfamiliar to many committee members and its introduction will be gradual and ongoing.

- Within the committee we will maintain a specialist IT role (Currently our IT & Media Coordinator) who will make arrangements with individuals as required for helping them to use Dropbox or for ensuring that items are deposited in Dropbox on their behalf.
- The IT & Media Coordinator will have overall responsibility for managing the Dropbox folder.
- Committee members must, to a large extent, make their own decisions about which documents that they hold needs essential back-up or archiving. For current documents they should do this on the basis of ‘what would happen if...’ For archive purposes they should consider whether the information / document is worth preserving and if in doubt consult with the Society’s archivist.
- Where possible, documents that are completed and not ongoing should be stored in PDF format to prevent inadvertent changes. This may not be feasible in the case of complex documents which are in formats such as Excel. If committee members are not confident about doing this they should liaise with the Multi Media Coordinator who can convert documents to PDF after they have been deposited in Dropbox.
- Information stored in Dropbox should not be amended, altered or deleted except by the committee member who created it or has current responsibility for that role. When viewing documents managed by others, committee members, should always choose the option **not** to save changes if prompted. There are some exceptions:
  - Items deposited in the archive folders will need to be managed and collated by the society archivist.
  - If we should find we are exceeding or likely to exceed our storage capacity, the IT & Media Coordinator or Chair may wish to delete duplicated items, or remove and store elsewhere items judged to be non-essential.
  - The IT & Media Coordinator may convert some items in the Dropbox folder to PDF format to help prevent them from being inadvertently amended.
- The password for the Dropbox folder must not be shared with anybody who is not a DFAS committee member.
- Using Dropbox to share information with those outside the committee is, however, a useful feature. Documents and folders within the Society’s Dropbox account **can** be shared with others but to do this they must be kept outside the public folder. To share a folder simply right click, choose ‘share Dropbox link’ and then paste the link and forward it on.
- Photographs should not generally be stored on Dropbox unless for a specific purpose. They take up a lot of storage space and we already have a facility for storing photographs on the Society’s Flickr account.
- Confidential information about individuals – for example bank account details – should never be stored online.
- As with other methods of storage, information pertaining to individuals should not be retained longer than necessary. Responsibility for deleting information which is no longer required rests with the appropriate committee member. In line with offline storage procedures, membership data should be deleted after individual membership has lapsed for five years.
- The password to the Dropbox account should be changed annually as the make-up of the committee changes, and more frequently if required.
- Committee members have a responsibility for storing passwords securely.

### **Non-Digital Storage**

- Paper documents containing sensitive or confidential information, particularly relating to individual members should be stored safely. Where such documents have no electronic version then particular attention needs to be paid to how these items can be backed up, for example photocopying or photography.
- Confidential documents should be safely disposed of, preferably shredded, when no longer required. This is largely at the discretion of the appropriate committee member.
- Paper copies of membership forms should be safely disposed of, preferably shredded after a lapse of two years.

### **Electronic Communication**

- Increasing usage of email to communicate with members should be used via Mailchimp. It is important to maintain an accurate data base of members to ensure that emails reach the right people.
- The IT & Media Coordinator will be responsible for mass mailing via Mailchimp.
- Given the profile of our membership, electronic communication should be seen as an add-on rather than an alternative means of sending vital information.

### **Digital Photography**

- Photographs will be stored on the DFAS Flickr account which serves the dual purpose of a photographic archive. The IT & Media Coordinator is responsible for maintaining the Flickr account.
- The IT & Media Coordinator is responsible for keeping the CDs the photographs were originally stored on, or saving them to alternate offline storage. This will safeguard against not having access to Flickr at some future time.

### **Website and Social Media**

- The IT & Media Coordinator is responsible for maintaining and updating the Society website and in using and promoting social media on behalf of the Society. The IT & Media Coordinator may choose to delegate a committee member or named volunteer approved by the committee to share password information on social media accounts in order that they may communicate on behalf of the Society.

Marie Riley & Pam Foster  
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