

DATA STORAGE POLICY

The Parochial Church Councils (PCCs) of St Mary's, Standon; All Saints, Little Munden; and St Catherine's, Sacombe.

1. Terms used

This document uses the following terms:

1. **MUST**
This word, or the terms "**REQUIRED**" or "**SHALL**", mean that the definition is an absolute requirement.
2. **MUST NOT**
This phrase, or the phrase "**SHALL NOT**", mean that the definition is an absolute prohibition.
3. **SHOULD**
This word, or the adjective "**RECOMMENDED**", mean that there may exist valid reasons in particular circumstances to ignore a particular item, but the full implications must be understood, carefully weighed, and documented before choosing a different course.
4. **SHOULD NOT**
This phrase, or the phrase "**NOT RECOMMENDED**" mean that there may exist valid reasons in particular circumstances when the particular behaviour is acceptable or even useful, but the full implications should be understood, and the case carefully weighed and documented before implementing any behaviour described with this label.
5. **MAY**
This word, or the adjective "**OPTIONAL**", mean that an item is truly optional.

2. Storage of physical copies of data

Physical copies of data **MUST** be stored in a lockable building. They **SHOULD** be stored out of sight, and **MAY** be stored in a lockable cabinet.

3. Disposal of physical copies

Physical copies that are no longer required **MUST** be disposed of as confidential waste. They **MUST** be either shredded or burnt.

4. Storage of digital copies on Windows

When storing digital copies of data on a Windows computer, the following conditions apply:

- a. The computer **MUST** be running a supported operating system¹
- b. The computer **MUST** be protected by Anti-Virus software
- c. The computer **MUST** be kept up to date using Microsoft Update / Windows Update
- d. Data **MUST** be stored on either an encrypted disk (using full disk encryption) **OR** an encrypted volume using volume encryption software.² Encrypted volumes **SHOULD NOT** be mounted for longer than the time required to retrieve information. Encryption **SHOULD** be using modern ciphers. Disk encryption **SHOULD** have a pre-boot password configured.
- e. User accounts on the computer **SHOULD** have passwords assigned.

5. Storage of digital copies on Mac

When storing digital copies of data on a Mac computer, the following conditions apply:

- a. The computer **MUST** be kept up to date with updates from Apple
- b. The computer **MUST** be protected by Anti-Virus software
- c. Data **MUST** be stored on either an encrypted disk using FileVault **OR** an encrypted volume using volume encryption software.³ Encrypted volumes **SHOULD NOT** be mounted for longer than the time required to retrieve information. Encryption **SHOULD** be using modern ciphers.
- d. User accounts on the computer **SHOULD** have passwords assigned.

6. Disposing of digital copies of data

When disposing of digital copies of data, the files **MUST** be deleted from both the filesystem **AND** the recycle bin (where appropriate). Any backup copies of the data **SHOULD** be removed.

¹ At time of writing, this is either Windows 7, Windows 8 (or 8.1) or Windows 10

² For disk encryption, software such as BitLocker can be used. For Volume encryption, software such as VeraCrypt can be used

³ For Volume encryption, software such as the in-built Disk Utility software or VeraCrypt can be used.