

# Information Technology Security Policy

---

## 1. Introduction

- 1.1. The Alliance Française East Anglia is ultimately responsible for the work of the organisation, including the information, technology and electronically stored data. The Alliance Française East Anglia supports the goals and principles of data security and will do its best to ensure that work is not disrupted, nor security breached by misuse of IT systems. We allow staff to access company email accounts on their personal devices provided that these devices have secure passwords and that no sensitive information is shared via email.
- 1.2. Computing facilities owned by The Alliance Française East Anglia, software and/or data developed or created on that equipment remains in all respects the property of The Alliance Française East Anglia. The Patents Act 1977 and the Copyright, Designs and Patents Act 1988 provide for the Intellectual Property Rights (IPR) in that, work created by an employee in the course of his/her employment is vested automatically in the employer.
- 1.3. The Alliance Française East Anglia stores all information about member groups, and all work done by the organisation electronically. This information is stored on the central server called NAS which is backed up onto the Cloud daily. Some, but by no means all, of this information is stored as a hard copy. A daily site backup is also performed. The Alliance Française East Anglia realises the importance of data security to ensure the continued efficient working of the organisation and the services it offers to member groups.

## 2. Legislation

- 2.1. **Data Protection Act:** The Alliance Française East Anglia in compliance with Data Protection principles will ensure that:

- 2.1.1. Personal data shall be:

- obtained and processed fairly and lawfully
- held for specified lawful purpose(s)
- not used or disclosed in a way incompatible with the purpose(s)
- adequate, relevant and not excessive for the purpose(s)
- accurate and up to date
- not kept longer than necessary
- available to the data subject
- kept secure

- 2.1.2. Staff should note that all data and correspondence, including e-mail messages, held by The Alliance Française East Anglia may be provided to the person they relate to, in the event of a proper request for information (access request).

## 2.2. Freedom of Information Act

Alliance Française Cambridge

Tel: +44 (0) 1223 561854

1 Red Cross Lane, CB2 0QU - Cambridge - England

Website: [www.alliance-cam.co.uk](http://www.alliance-cam.co.uk)

Charity n° 1099000

Marketing/direction/accountTrustees/legalstatus/policies2025

2.2.1. The Alliance Française East Anglia will operate in accordance with the Freedom of Information Act (2000), which provides for the general right of access to information held by public authorities. Staff must be aware that the Act extends rights available under the Data Protection Act to include all types of information held, whether personal or non-personal. Therefore, any data or correspondence may be provided to a person who makes an access request.

### **3. Access**

**Any downloading and use of unsafe websites is strictly forbidden.**

- 3.1. Staff and volunteers have access to data on the Alliance Française East Anglia server from their own workstations.
- 3.2. All workstation computers are password protected. Passwords must not: be reused, shared, written down or contain personal information or include real words. Passwords must be at least 12 characters and include: numbers, symbols and a mix of letters (upper and lower-case).
- 3.3. Some files and folders can only be accessed by the Direction or Management Team.
- 3.4. Alliance Française teachers must only use teaching data for the Alliance Française East Anglia purposes for which it was recorded with the Courses Director.
- 3.5. Computers must be closed down and/or offices locked when administrators/teachers/volunteers leave their desk for any reason.

### **4. Viruses and any other malicious activity**

- 4.1. All data on the network is protected by anti-virus software that runs on servers and workstations and is updated automatically with online downloads.
- 4.2. Any suspected breach should be reported at once to the Director and/or the Courses Director.
- 4.3. Extreme care must be taken to ensure that laptops or data storage devices taken outside the offices are not lost. They must be stored securely at all times.
- 4.4. Files or documents belonging to The Alliance Française East Anglia must not be saved onto the hard drive of any computer not owned by or authorized by The Alliance Française East Anglia. Only the Director can give authorisation.

### **5. Remote Access and off site working**

- 5.1. Staff may be given permission to work on the Alliance Française East Anglia system remotely from their home computer, or using one provided by The Alliance Française East Anglia. It is a condition of remote access to the Alliance Française Cambridge server that the computer used has anti-virus software installed which is regularly updated by Cambridge support IT.
6. If staff are given permission to work out of the office, they may be provided with an Alliance Française East Anglia laptop, or they may take copies of non-confidential electronic files on data storage devices for work on their own computers.

### **7. Back Up System Security**

Alliance Française Cambridge

Tel: +44 (0) 1223 561854

1 Red Cross Lane, CB2 0QU - Cambridge - England

Website: [www.alliance-cam.co.uk](http://www.alliance-cam.co.uk)

Charity n° 1099000

Marketing/direction/accountTrustees/legalstatus/policies2025

- All user data is stored on the central server NAS which is backed up automatically on a daily basis onto the Cloud.
- A weekly archive back up is preserved, and stored securely off site, in the event of a catastrophic building-wide system failure.
- Daily backup onto the Cloud.

## 8. Email and internet use

- The Usage of the Alliance Française East Anglia email and internet is governed by a separate Internet and Email use policy.

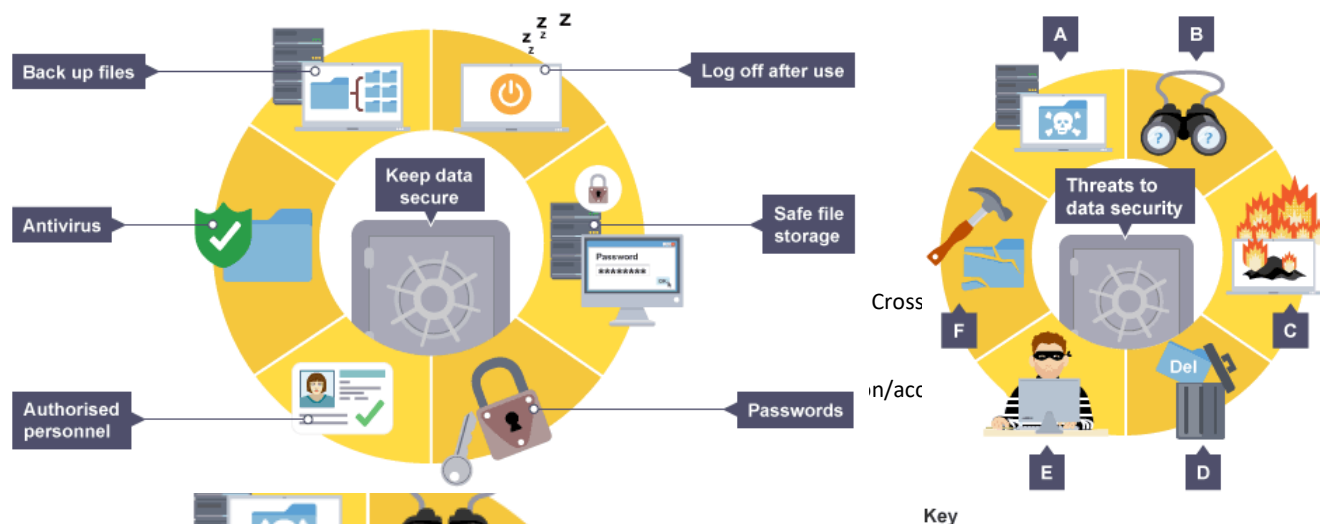
## 9 ways to keep our computers safe.

- 1) Stay away from suspicious websites.
- 2) Ensure your computer/device has anti-virus on it if accessing company data.
- 3) Never open an unknown or suspicious looking email
- 4) Back up your data
- 5) Keep your operating system updated and restart your computer at least once a week.
- 6) Watch out for text spams on your mobile phone.
- 7) Download with caution.
- 8) Only use secure WiFi networks, try to avoid connecting to public networks e.g. in a coffee shop
- 9) Always lock your computer when leaving your desk

## Review

A review of this policy will be undertaken annually or when needs be by the Director and will be approved by the Director.

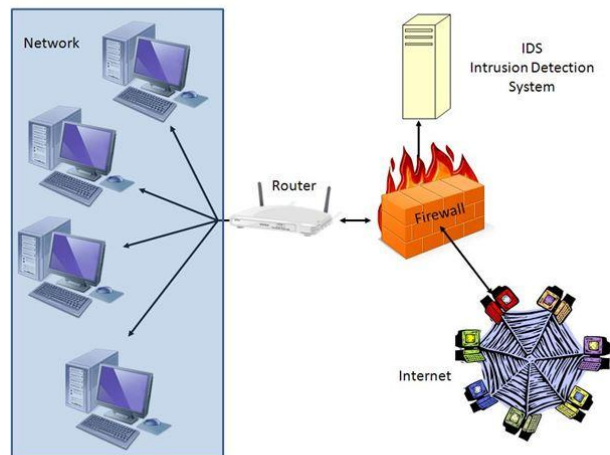
The Alliance Française East Anglia will maintain network security controls to ensure the protection of information within its networks. The Alliance Française East Anglia will also provide the tools and guidance to ensure the secure transfer of information both within its networks and with external entities. This is in line with the classification and handling requirements associated with that information.





**Key**

<b>A</b>	Back up files
<b>B</b>	Log off after use
<b>C</b>	Safe file storage
<b>D</b>	Passwords
<b>E</b>	Authorised personnel
<b>F</b>	Antivirus



Alliance Française Cambridge

Tel: +44 (0) 1223 561854

1 Red Cross Lane, CB2 0QU - Cambridge - England

Website: [www.alliance-cam.co.uk](http://www.alliance-cam.co.uk)

Charity n° 1099000

Marketing/direction/accountTrustees/legalstatus/policies2025