

# Doncaster Local Records Centre (DLRC)

Policy Document – February 2015

## DATA SECURITY POLICY

### Terminology

Below are definitions of the terminology used in this document:

Term	Definition
DLRC	Doncaster Local Records Centre The Local Records Centre for the Doncaster Borough, who collate, manage and disseminate environmental data on behalf of professional local organisations, and amateur naturalists.

### Introduction

This policy deals with physical and electronic aspects of data security and not issues relating to the unauthorised use of information supplied to users.

The information and data held by DLRC are its main assets and are often irreplaceable. DLRC as the custodian of a dataset is responsible for managing the data properly and ensuring its physical and electronic security. The replacement of much of the data held by DLRC is likely to be extremely costly or even impossible (in the case of lone copies of paper records). DLRC has an obligation to data providers to ensure that their data is safe and secure whilst in the care of DLRC.

### Physical security of data

DLRC will take a range of physical and procedural steps in order to:

- Protect against physical damage to data by fire, floods, wear and tear and vandalism.
- Prevent the alteration or deletion of original data.
- Protect against theft or unauthorised copying of computerised and paper data.
- Prevent the corruption of computerised data.

### Physical security of DLRC locations

DLRC is currently housed in two locations. The primary office and database servers are situated at the Civic Office, whilst paper archive and supporting resources are housed at Doncaster Museum. Both are managed by Doncaster Metropolitan Borough Council and both benefit from a high level of security, both physical and electronic.

The main entrances to both are manned during normal hours of 0900 to 1700 Monday to Friday. The office areas are not accessible to the public, and security protocols, swipe-in, accompanied visits, and password locked IT govern access to these areas.

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Doncaster Museum has an agreement with Doncaster Naturalists Society to provide customer support in dealing with local natural history enquiries, including accompanied or assisted access to DLRC's paper archive and supporting resources. In accordance with DMBC data security policy and procedures this agreement will be managed and monitored by the Museum Service and reviewed as necessary.

Outside normal working hours, both buildings are only accessible to named key holders.

Operating areas of both buildings are fire- and security alarmed.

Both buildings are subject to fire safety inspections of their fire systems which are appropriately serviced and tested. The DLRC operating area and the facilities at Doncaster Museum are not prone to flooding owing to their above ground floor locations.

Water damage is still a possibility if leaks or dampness should arise. Should any such occurrences be noted, data and documentation will be removed from the vicinity and remedial works will be undertaken as soon as possible.

## Electronic security of data

Back-up copies are made of all incoming electronic data as it arrives at DLRC. If original paper records are held at DLRC, these will be stored at the secure facility at Doncaster Museum. Archive copies will also be made of any original paper-based data which is suffering wear and tear from frequent use, where this is considered justified. DLRC does not commit to storing paper records, once data is on the Recorder database. However, literature and publications are a special case and will be stored at the DLRC archive at Doncaster Museum.

## General

Paper records will not be marked or de-faced in any way which masks the details of the original record. Where paper records are marked (e.g. signed to show they have been computerised), any marks will only be made well away from the text of the record.

Paper archive/records are accessible to DLRC staff, Museum staff and Doncaster Naturalists' Society representatives. These documents are only available to outside bodies/individuals by arrangement with DLRC staff, Museum staff and Doncaster Naturalists' Society representatives and then only by personal visit.

Full and direct access to the DLRC database is restricted to DLRC and selected DMBC IT staff. The corporate computer network, as well as main database (Recorder 6), is password protected and DLRC staff are required to log-off or lock their work station when it is not in use or is unattended..

DMBC computer systems are maintained to the highest standards including regularly updated antivirus and firewall software to prevent data theft or corruption. All incoming files are scanned for viruses prior to their use.

All DLRC files are held on a secure server (including the biological records database) and are subject to regular back-ups. These include daily back-ups of the server contents. A chain of earlier backups is maintained of all server contents by DMBC IT

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staff. The back-up system has been fully tested to ensure that systems can be easily restored in the event of data loss or corruption.

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