CYJAX

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Collaboration & Community initiative

Do You Know Where Your Data Is?

AS A SCHOOL YOU UNDOUBTEDLY HOLD AN ABUNDANCE OF PERSONAL AND SENSITIVE DATA. CAN YOU ACCOUNT FOR IT ALL AND DO YOU KNOW WHERE IT ALL IS?

Did you know that this is a requirement of the General Data Protection Regulation (GDPR) that came into force in May 2018 and applies to any organisation that stores or processes personal data? It includes specific conditions for those processing children's data. Almost anything you do with data counts as processing; including collecting, recording, storing, using, analysing, disclosing or deleting it. Organisations in breach of GDPR can be fined up to 4% of their annual global turnover or €20 million, whichever is greater.

DO YOU HAVE A DATA PROTECTION OFFICER?

GDPR introduces a duty for you to appoint a Data Protection Officer (DPO) if you are a public authority or body, or if you carry out certain types of processing activities. DPOs assist you in monitoring internal compliance and advise on your data protection obligations, demonstrating that you are accountable for your data and are taking the right steps to protect it. For example, when processing high-risk data activities, DPOs are required to conduct a Data Privacy Impact Assessment (DPIA) to identify and minimise any potential risks to data subjects.

IS YOUR PRIVACY POLICY UP TO DATE?

Since GDPR came into force this is one of the most important documents your organisation has. It is the only way to demonstrate to authorities and those whose data you hold that you take data protection seriously. Every website must have a Privacy Notice informing users how you will process and store their data.

YOU AREN'T TOO SMALL TO BE TARGETED BY HACKERS: WOULD YOUR NETWORKS AND WEBSITE STAND UP TO AN ATTACK?

Don't make the mistake of assuming you are too small to be a target of cybercrime: your organisation's data is valuable to hackers. They can exploit it for financial gain, use it to target individuals in Personally Identifiable Information (PII)- related attacks, or hold it to ransom.

COULD YOU SURVIVE WITHOUT YOUR DATA?

Ransomware attacks are often targeted at small organisations. An attack typically starts when someone clicks on an attachment in an email, leading to the encryption of all documents on the PC or the network. Cyber criminals will then demand a sum of money for the release of the data. In many cases, companies will be faced with the choice of paying the ransom, or losing the extremely valuable files.

BACK IT UP!

Make sure all devices storing your organisation's data are connected to the network and no sensitive data is being stored on personal devices that are not controlled by you. Ensure you have a backup policy in place.

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CYBER ESSENTIALS

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