

RESTRICTED

Characteristics

- Disclosure or dissemination may incur negative publicity, but unlikely to cause severe financial/reputational damage
- 'personal data' in context of UK Data Protection Act
- Under DPA larger datasets of 'Restricted' information may be classified as 'Confidential'

Examples

- Reserved committee business
- Draft reports, papers and minutes
- Primary and secondary research data when containing DPA-defined personal data

Data Storage

- Ideally always being stored in LSE's IT facilities
- Encrypted while held outside LSE network

Data Access

- Subject to access controls that only allows valid logons from a small group of staff
- May be accessed remotely via encrypted devices with appropriate technical controls

Data Transfer/sharing

- Should not be shared through email or external storage device without being adequately encrypted
- Should not be shared through file sharing system

Data Backup

- Data stored in LSE's IT facilities is backed up nightly by LSE's third party expert; backup data is destroyed after 2 months
- **Keep a recoverable backup copy in a secure location for your critical data which is not stored on LSE server**

Data Retention

- Should not be stored for longer than necessary for the original purpose of collecting the data
- Can be subject to UK DPA

Data Decommission

- Data can be removed through normal deletion process (Use Shift + delete, to remove the unnecessary step of data residing in the recycle bin, which in effect simply makes a copy of the data files that are hidden from your files browsers)