

On the move

The University remote desktop service (VPN) gives secure access to home and shared drives.

The Heriot-Watt University One Drive is another secure way to work on documents.

Save documents onto the university Sharepoint, shared or home drive when you return to work.

More information is here:

www.hw.ac.uk/is/it-essentials/file-storage.htm

Information and the law

Any information that we record or receive in the course of our work may ultimately have to be disclosed under Freedom of Information, Data Protection law or in a court of law.

If you receive a request for HIGH or MEDIUM risk information from someone who is not already authorised to see it, please refer the request promptly to foi@hw.ac.uk for action.

If you want to access your personal data please email dataprotection@hw.ac.uk.

Need to report an information security incident? Contact

ISHelp@hw.ac.uk +44(0)131 451 4045

Information management basics

Always use Heriot-Watt University email and IT systems for University work.

Use a strong password: never share it with anyone else.

Save files and emails that colleagues need to see onto a University Sharepoint or shared drive as soon as possible after creation.

Restrict access on a need to see basis.

Follow University records retention policies.

The Information Governance team can help with:

- Information security
- Data protection and privacy
- Information and records management
- FOI
- How long to keep records

Information Governance Division
Governance and Legal Services
www.hw.ac.uk/services/information-governance/protecting-information.htm
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Information Security



What information do I need to protect and how?

High Risk



EXAMPLES

My IT Passwords

Personal information that would cause damage or distress if disclosed e.g. health or personal bank account information.

Personal information about 100 or more people.
Vital research data.

Information that would harm commercial or strategic interests if released.

How do I store this information?

In secure University information systems with access strictly controlled on a need to see basis.

Through logins and strong passwords.

In a locked cabinet.

Block access when no longer required.

How do I communicate this information?

University email or HWU OneDrive: encrypt messages and files - ask Information Services for help.

Encrypt portable devices.

Paper: Internal, securely in sealed envelope by hand for addressee only.

External: tracked postal delivery or secure courier service for addressee only.

How do I destroy this information

Electronic: ask ISHelp@hw.ac.uk or your School IT manager for help.

Paper: use University confidential paper waste service.

Medium Risk



EXAMPLES

Personal information that the individuals have not agreed to share.

Any information that only a limited number of people need to see e.g. finance report or draft paper.

Any information that you would be embarrassed or concerned about if you sent it by mistake to the wrong person.

How do I store this information?

In secure University information systems with access strictly controlled on a need to see basis.

Through logins and strong passwords.

In a locked cabinet.

Block access when no longer required.

How do I communicate this information?

University email: check recipients before sending; password protect sensitive files.

Encrypt portable devices.

Set up a University SharePoint Teams group or use HWU One Drive.

Paper: Internal mail: in secure sealed envelope for addressee only.

Post in secure sealed envelope for addressee only.

How do I destroy this information?

Electronic: ask ISHelp@hw.ac.uk or your School IT manager for help.

Paper: use University confidential paper waste service.

Low Risk



EXAMPLES

Copies of strategies, policies, guidance, committee minutes approved for publication.

Information that is accessible on demand in the University's Guide to Information (FOI Publication Scheme).

How do I store this information?

In shared filing systems so that colleagues can find information in your absence.

Use consistent version and naming controls.

Protect final versions of documents by restricting editing rights.

How do I communicate this information?

Provide links to published documents on University web site.

University email.

Paper: Internal mail.

External: securely in sealed envelope.

How do I destroy this information?

Electronic: delete from folders and devices.

Paper: in University paper recycling bins.