

Unit 225 (B&A 37): Principles of business document production and information management

SECURITY, DATA PROTECTION AND COPYRIGHT



**Data Protection
Act 1998**



SECURITY

The majority of organisations store their records and files, as well as other information, electronically.

The advantages of this are huge in terms of accessibility, speed and ease of retrieval and updating, and in saving space.

It is therefore important that files held are secure from loss or damage.



STORAGE MEDIA

INTERNAL:

- hard disk
- network server.

REMOVABLE:

- removable hard drive
- CD-RW/ROM
- DVD
- USB/memory stick
- memory cards.

INTERNET:

- 'cloud' drives.



MANAGING INFORMATION

A recognised system is needed that is understood and used by all in the organisation.

Advantages of storing information electronically are

- space saving
- speed of access/retrieval
- may be used by many people at the same time
- ease of updating.



NAMING OF THE FOLDERS AND FILES

Use a recognisable name to ensure easy retrieval.

Group related items in folders.

Use the Windows search option if you are unable to find a file.

Organisations may have controlled documents where the document file name is on the document (usually in the footer). Eg:

C:\Documents\Smartscreen\Handout22.doc\Version1



PREVENTING LOSS AND DATA SECURITY

To find files quickly:

- name them appropriately
- store them correctly in folders (directories) according to content.

Precautions against unexpected data loss:

- autosave
- backing-up
- write-protect by changing the File Properties.

Individual files can be password protected to prevent

- opening
- modifying the file.



CORRUPTION

Sudden power loss while files are on screen.

Viruses.

Protect computers with anti-virus software which, once purchased, must be updated regularly.



ARCHIVING

When files are no longer in regular use they should be archived.

Archiving is subject to organisational policy and any legal requirements.

Data/documents for archiving could be

- destroyed by shredding
- stored in a storage area
- photographed and stored on microfiche or microfilm.



ARCHIVING ELECTRONIC INFORMATION

You may delete them if appropriate.

Organisations may have procedures for archiving that depend on why they need to be archived and the legal requirements for retention.

Files can be archived to storage media like floppy disks, CD-ROMs, memory sticks or can be compressed using WinZip© software.



DATA PROTECTION

In producing documents, you must be careful not to include personal information about third parties.

Personal data:

- Anything that identifies a living individual, eg name, contact details.
- Anything that can be related to a living individual, eg unique account number, showing the current salary of a job post when there is only one person carrying out that job.



WORKING WITH PERSONAL OR CONFIDENTIAL MATERIAL

Password protect files.

Do not allow others access to your user area/user password.

Do not leave files open on screen.

Use a screensaver that requires a password.

Do not leave printouts waiting to be collected.

Shred unwanted copies of documents.

Angle computer screen so that it is not easily viewed by passers-by.

Anti-glare screen enables viewing only from directly in front.

Ensure back-up copies of sensitive material is securely stored and also password protected.



COPYRIGHT AND INTELLECTUAL PROPERTY

The Copyright Designs and Patents Act 1988 limits what you can copy or distribute to others.

An author automatically owns the copyright to any material/book they write provided 'they have expended more than negligible labour, skill and effort in the creation of the work'. (<http://www.ipo.gov.uk>)

You can only use extracts from the material or book under certain circumstances, eg if you acknowledge the source of the material, ie the author, the title, the date it was published and the publisher's name.

Photocopying is also not permissible unless the document or book states otherwise.

Using newspaper or magazine cuttings also requires the permission of the publication they appeared in.



TYPES OF INTELLECTUAL PROPERTY

The four main types of IP are:

patents for inventions – new and improved products and processes that are capable of industrial application

trade marks for brand identity – of goods and services allowing distinctions to be made between different traders

designs for product appearance – of the whole or a part of a product resulting from the features of, in particular, the lines, contours, colours, shape, texture or materials of the product itself or its ornamentation

copyright for material – literary and artistic

