

Unit 318 (B&A 57): Principles of business communications and information

Handout 5: Security, data protection and copyright

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 or access by unauthorised persons.

Storage media

INTERNAL:

- Hard disk
- Network server

REMOVABLE:

- External 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.

Preventing data loss

To find files quickly by naming/storing them appropriately.

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.



Data security

- Passwords
- Limited access
- Procedure for obtaining information
- Compliance with data protection legislation

Data protection

Information management systems must have procedures in place to protect 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.

Principles of the Data Protection Act

Must be **obtained and processed fairly and lawfully.**

Will be obtained and used for only one or more **specified and lawful purpose.**

Should be **adequate, relevant and not excessive.**

Should be **accurate and up to date.**

Should **be kept no longer than the purpose(s) requires.**

Data subject's (individual's) have the:

- **right to access** held about them
- **right to prevent processing** that would cause damage or distress
- **right to prevent processing for direct marketing purposes**
- **right to compensation** if damage is suffered as a result of law not being followed.

Other confidential information

- Information relating to the company's financial position
- New product development
- Information about reorganisation or mergers
- Leaking this sort of information could have a serious impact on the organisation's stability and security

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 material, music, films, sound recordings and broadcasts, including software and multimedia.