

ICT SECURITY POLICY

This policy sets out the working practice of The Haven's staff and volunteers when using ICT, and the security measures in place to protect sensitive data.

- The Haven has one laptop, which is password protected.
- Documents containing sensitive data are only held by approved persons and only shared on a need-to-know basis with other members of the team.
- All data is backed up monthly by the Centre Manager and the backup is stored securely.
- If there is a breach of security, due to a break in or otherwise the Chair of Trustees and Centre Manager will be informed immediately and will take appropriate steps to resolve the situation quickly.