



## **BABAO Information Security Policy 2024**

BABAO has a duty as an organisation to protect the data it holds. This document aims to lay out the way in which BABAO will safely store and process data. This will be incorporated into the Annual Data Protection Review at a minimum and will be kept updated as BABAO develops and grows.

Following the guidelines set out by the Information Commissioner's Office (ICO) BABAO seeks to make sure that data is only accessed and altered by those with authority to do so; to ensure that the data held is complete and accurate; and that data is recoverable in the instance of accidental processing ([A guide to data security | ICO](#)).

### **Physical Considerations**

As there is no one physical location that BABAO operates from, general security does not apply in the same way as it would with other organisations. Cyber-security, however, is very important to BABAO's information security.

The majority of BABAO's documentation will be stored on the website which will have varying levels of access according to data processing consent. Until the website is created, the majority of personal data will be stored by the Membership Secretary and the General Secretary. All data will be stored in the secure database and any transfers will take place, in an encrypted format, on Google Drive.

In order to comply with the guidelines set out by the ICO the majority of data that is being stored (not processed) is kept on an online database with limited access. This allows for accountability, recoverability, and security.

BABAO will consider purchasing appropriate access to online data storage, transfer, and protection for the necessary trustees to ensure that they can fulfil their duties in a compliant manner.

## **Data Transfer**

Data will be transferred through secure methods such as a locked online database or end-to-end encrypted emails.

## **Handover**

The DPL will ensure that during Trustee handover following elections any secure information such as passwords and access to sensitive information is handled with the utmost care. The DPL will recommend that any passwords are shared verbally and that no record is kept of them once handover is complete.

The DPL will take the responsibility of ensuring that access to shared databases is limited to the new Board only and will ensure that any access is restricted to named editors only.

All new Trustees will undergo Data Protection training and continuing Trustees will have an annual training update.

Outgoing Trustees will securely delete any BABA0 documentation containing personal data.

## **Policies**

The steps and procedures that BABA0 follows to ensure that all information remains secure are outlined in further detail in the following documents:

- BABA0 Data Protection Policy 2024
- BABA0 Data Breach Policy 2024
- BABA0 Privacy Information Document 2024
- BABA0 Record Management Policy 2024
- BABA0 Record of Processing Activities 2024
- BABA0 Outreach and Events Additional Data Protection Policy 2024
- BABA0 Information Retention Policy 2024