Severn Group

Data Protection and IT Security Dos and Don’ts

AUGUST 2023

SEVERN
Superior Valve Engineering

Introduction

General

- Do understand that personal data relating to others should be protected.
- Do not use personal data for purposes for which it is not intended and for which you are not authorised e.g., personal messaging.
- Do report any data breaches as soon as possible to your data protection lead or manager.
- Do report any suspicious activity to your manager and to the IT team.
- Do not install software on any shared servers. If you need something to be installed, ask IT.
- Do lock your computer every time you leave it.
- Do not use a personal email account, or personal document store (e.g., personal Dropbox) for work purposes or send work emails to your personal accounts.
- Do not plug-in personal devices at work (e.g., phones, memory sticks, laptops) or connect them to the network without getting permission from IT first.
- Do make time to attend training you are asked to attend.
- Do ask your manager, data protection lead or HR if you have any concerns about how you should deal with personal data.

Passwords

- Do use hard-to-guess passwords. Use long but easy to remember phrases. e.g., three random words joined together (along with symbols or numbers, if the system requires it).
- Do change your password if you have any suspicion that it may have been compromised, and inform IT.
- Do not share your own passwords with anyone else (including IT).
- Do not write passwords down.
- Do not reuse passwords for multiple systems.
- Do not use previously compromised passwords or any variation of them.
- Where possible, do not use 'shared passwords' - instead, create individual accounts for each user.
- When shared password are unavoidable, do not send 'shared' passwords by email, Teams, or any other electronic messaging service. If you need to share a password, please discuss with IT.
- Do not approve multi-factor authentication (MFA) prompts unless you initiated the sign in. If you're receiving MFA prompts without initiating the sign in, inform IT immediately.

Introduction

Office security

- Do not let someone you do not know follow you through secure entry doors.
- If you see someone you do not know in the office, introduce yourself and find out where they work.
- Do use the shredder or secure document bin to dispose of all sensitive documents (including anything with personal data such as names or email addresses) that are no longer required.
- Whilst working at home, dispose of sensitive documents the same way that you would with personal documents (e.g., bank statements) – if you have a personal shredder use it.
- Do not leave sensitive information on your workstation or at the printer. Put it in a secure location.

Working away from the office

- Do not leave your laptop, or sensitive documents unattended in public (e.g., in an unattended/unlocked room at a group meeting or in the pub after work).
- Do not leave your laptop or sensitive documents unattended and on-show in a car and never for long periods (e.g., don't leave in the boot of a car overnight, or on the passenger seat when getting petrol).
- Do not work in public where confidential documents, hard or soft copy, can be viewed e.g., working on the train where you may be overlooked.

Phishing attacks

- Do not be tricked into giving away sensitive information. It is easy for an unauthorized person to call or email and pretend to be a colleague, client, or supplier, so be wary of calls or emails that are unusual or uncharacteristic in tone or make unusual or uncharacteristic requests.
- Do not open mail or attachments from an untrusted source.

For more information on Data Protection please refer to our Employee Data Protection Policy and Employee Privacy Notice available on the Group's SharePoint Site.

At Severn Group, our business success flows from expertise – from technical knowledge and experience that position us as a leader in our field. Not everything, however, can be engineered. The Values which underpin that success stem instinctively from the culture we seek to sustain. Everything we do is tested against our Values, and our people are encouraged to apply them every day: they are the stewards of our brand, our reputation, our heritage, our ambitions.

Customer

Integrity

Excellence

Accountability

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