

Information Sharing Policy : Quick Guide

As a valuable component of University business, it is important we all understand our responsibility to use and protect information responsibly. Being able to share information and collaborate on ideas using accurate information is essential for the smooth operation of the University, whether it be internally between staff, between staff and students, or externally with partners. Information sharing takes place as a regular exchange of data, as part of automated processes, or as a one-off activity in response to a situation.

To support all members of the University to protect information, it has categorised information into four levels of sensitivity. It is important when preparing to share information to consider; how 'sensitive' is the information you wish to share? If it was lost or ended up in the wrong hands what potential impact would it have.

PUBLIC

Available to everyone.

NOT SENSITIVE

Can be shared openly amongst staff, students, and third parties on

Sharing Confidential or Highly Confidential Information

The following information provides guidance on sharing Confidential or Highly Confidential information using a variety of popular methods.

It is good practice to keep a record of any Confidential or Highly Confidential information sharing with external organisations or individuals.

You must tell the University IT Services if any device used to share information is lost, damaged, or stolen. If, you believe that the information you have shared has been compromised, used without authorisation or lost you must contact your Data Co-ordinator or the data protection team immediately.

Method	Recommended	Risks	Solutions
Cloud service e.g. One Drive and Working Groups	Yes	Office 365 makes it easy to store, share, and collaborate on documents. Take care to manage membership and access to working groups to avoid over-sharing and when staff change roles within the University. Access to working groups need to be maintained to ensure information doesn't become 'stranded' if the group owner leaves.	Decide which One Drive is recommended for making information you are working on individually available to others for a short period. Working Groups allow you to easily collaborate and maintain information with others. For more information go to: www.lboro.ac.uk/it/staff/storage/o365groups/ or email, it.services@lboro.ac.uk

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