



Encryption Policy

It is the policy of The Flag Consultancy Limited (TFCL) that appropriate measures are taken to ensure that all confidential, personal, or sensitive electronic data is stored and transmitted in a secure manner relevant to the type of data and the system it is held on. This policy outlines the standards which must be adhered to for the storage of data on systems or devices not already on the TFCL secure local network, and the transmission of data between systems or devices.

This policy applies to all users of TFCL Information Technology systems and use of data outside our main office and production site. It covers the use of systems or devices such as:

- Personal computing, laptops, desktops tablets
- Smartphones
- USB memory stick
- External hard drives
- CD, DVD, floppy disk, tape etc.
- Solid state or other storage device (e.g., CompactFlash, SD, other new digital storage)
- Cloud based storage systems not managed by TFCL.

No electronic data owned by TFCL that is deemed confidential, personal, or sensitive will be stored outside a protected system. Whilst data stored on our local network is unencrypted this can only be accessed via secure routes and is protected by appropriate Firewall and network protocols.

- Only authorised staff may gain access, when needed, to important business information.
- Use any data that is confidential, personal, or sensitive outside the TFCL network must be protected by use of appropriate encryption techniques.
- Encryption shall be used whenever remote access to confidential, or sensitive information is required.
- This policy will be monitored and review and where appropriate updated and altered in accordance with current legislation.

Nick Farley
DIRECTOR



Unit 8 Clearways Business Estate, London Road, West Kingsdown, Kent TN15 6ES

email: info@flagconsultancy.co.uk

www.flagconsultancy.co.uk