



GARSINGTON OPERA

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Your guide to our Data Protection

It is your responsibility to work within Garsington Opera's Data Protection policies when handling personal information. You should take time to read these policies in full, however the following guidelines may help summarise.

The main principles are simple:

- Keep all devices secure
- Store and transmit information securely
- Only share personal information if you have documented permission to do so

Device Security

- Security features must be active and up to date on all devices (antivirus, hard drive encryption, firewall etc.)
- Password protect all documents that contain personal data
- Password protect all devices, which must auto-lock after 2 minutes of inactivity (change password every at least once every 4 months)
- Never share passwords with anyone
- Use of removable storage devices is not permitted without documented permission

Collecting, Storing & Sharing Information

Any data collected during your contract with Garsington Opera remains the property of the company and must be returned at the end of your contract.

- All personal information must be stored on a Garsington Opera owned database (Tessitura, ArtsVision, Sage, Office 365 etc.)
- All personal information must be wiped from your own devices at the termination of your contract
- Don't share any personal information on social media (including pictures) without documented permission by those concerned
- Don't share any personal information outside of Garsington Opera without documented permission by those concerned and your line manager
- Be mindful of inadvertent pitfalls: group email/SMS/WhatsApp. BCC must be used when emailing those without Garsington Opera email addresses.

Any hardware/software/cloud storage/email addresses that have been provided to you by Garsington Opera or linked to a Garsington Opera email address belong to Garsington Opera. This includes all information or documents that may be stored on these devices

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Neil King QC • Iain Mackinnon • Lady Marks • David Suratgar

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i.e. everything on your Garsington Opera Dropbox, therefore it is not the place to store holiday photos!

If you lose a device or a document which includes any Garsington-related information, such as a contact list or a phone with colleagues' numbers stored, you must tell the Operations Manager and your line manager as soon as possible.

If you have any questions about Data Protection please speak to your line manager or the Operations Manager.

Glossary

Documented permission – *written permission, either in the form of a clause in a contract or another form*

Garsington-related - *any sensitive information that is about Garsington Opera, its staff, contractors, freelance employees or its customers*

Personal information – *anything that can identify an individual (name, email address, postal address, photo etc.)*

Outside Garsington – *for the purposes of this document, anyone without an @garsingtonopera email address*

Secure – *Password protected and set to auto-lock*

Removable Storage device - *is a device used for data storage including, but not limited to, USB Sticks, DVDs, CDs, Mobile Phones*

Philip Gietzen, Operations Manager, 5 April 2019