Information Security Policy
British Educational Research Association

Company Limited by Guarantee
Company Number 08284220, Registered Charity Number 1150237

Updated May 2017
1) **British Educational Research Association** (hereafter known as BERA) adheres to the terms of service of the **University College London Institute of Education** (hereafter known as UCL) and their corresponding Security Policy, the documents of which can be found in the folder ‘BERA + UCL Security Policy 2017’.

2) The Security Policy exists to support BERA in its management of information risk, providing strategic guidance, advice, and support.

3) Any facility (including software) provided is used entirely at the risk of the User.

4) BERA is not liable for any loss, damage or inconvenience arising directly or indirectly from the use of computer facilities.

5) It is and will be the User’s responsibility to comply with all statutory and other provisions and regulations for the time being in force and applicable to the field of computer systems and information.

6) The Computer Misuse Act 1990 makes provision for securing computer material against unauthorised access or modification. The User will familiarise themselves with and not undertake to act in breach of the provisions of said Act.

7) The User is required to respect the copyright of all material and software available by the Computing Service and third parties. This requirement is outlined in the Copyright, Designs and Patents Act 1988.

8) The User will familiarise themselves with and not act in breach of any requirement of the Data Protection Act 1998. The act aims to regulate use of automatically processed information relating to individuals and the provision of services in respect of such information.

9) BERA undertakes appropriate security measures against unauthorised access to, or alteration, disclosure or destruction, or accidental loss of personal or other data it does not operate a high security system and cannot and does not give any warranties about security or confidentiality of data, personal or other.

10) BERA reserve the right to withdraw permission to use the facilities provided and take any other relevant action in the event of any abuse of the facilities by the User.

11) BERA is the owner of all email addresses used by the company and reserve the right to access or reclaim any emails or files upon termination of your employment or notice of resignation with BERA.

12) In the event of a medium to long-term absence, BERA will endeavour to seek the permission of the User before accessing any emails or files needed, however BERA may use their discretion at any point to access any information required.

13) The User will not share usernames and passwords, unless necessary, with other individuals for any IT system, including the BERA website, other website logins and the Customer Relationship Manager (CRM). The User will undertake reasonable means to ensure the safety of passwords. Prior to any necessary sharing of details, both users must be aware of what is expected of them with regards to the Security Policy.

If you would to discuss any information security matters please contact Nick Johnson, Executive Director.

This policy can be updated at any time at BERA and UCL discretion.