

Lancashire Environment Record Network

Data Security Policy

Introduction

1. Definitions

In this Policy, the following terms have the meanings set out below:

- 1.1. 'the Custodian' means the Custodian as identified in the Data Custodianship Agreement.
- 1.2. 'the Supplier' means the Supplier as identified in the Data Custodianship Agreement.
- 1.3. 'the Material' all information provided to the Custodian by the Supplier under this Agreement, including Wildlife Information and any supporting metadata.
- 1.4. 'LERN' means the Lancashire Environment Record Network, the local environmental record centre for Lancashire.

The Custodian will make regular, secure back-up copies of the Material to safeguard its integrity and long-term preservation.

2. The Custodian will archive version-controlled copies of the Material at regular intervals. The frequency of data archiving shall be determined by the Supplier.
3. The Custodian will create and maintain a catalogue of the Material to provide an index of key resources and individual data records to facilitate their retrieval and dissemination.
4. The Custodian will maintain and where appropriate add to any relevant data management audit trails for the Material to document the data management processes undertaken and provide a clear record of any actions taken in relation to the Material.
5. The Custodian will take reasonable technical and organisational measures to prevent unauthorised access to, copying of, alteration of, or distribution of the Material whilst it is in its possession.