



This IT Encryption Policy sets out the principles and expectations of how and when information should be encrypted and the use of encryption for the SES Group owned portable devices and storage.

Encryption is the process of encoding (or scrambling) information so that it can only be converted back to its original form (decrypted) by someone who (or something which) possesses the correct decoding key.

Encryption will be used to protect strictly confidential information transmitted over data networks to protect against risks of interception

In relation to email, any personal or commercially sensitive data should only be sent via the email system when absolutely necessary and where that is true, the data must be sent in an encrypted form. The recommended method would be to attach the data as an encrypted file to one email then sending the recipient details of how to decrypt in a separate email in order to reduce the chances of interception or any accidental or malicious distribution of the sensitive data.

The SES Group will use the following programme to encrypt files

NewSoftwares Folder Lock

The need for data encryption applies to data that may be regarded as confidential or sensitive where loss (through data corruption or theft) would result in financial or reputational damage to the SES Group or result in a breach of the Data Protection Act under which the individual or institution may be prosecuted.

All staff are responsible for their safeguarding of the SES Group data under the Data Protection Act

Data that should receive consideration for encryption includes:

Data sets relating to living, identifiable individuals

Any information relating to living, identifiable individuals which might potentially be used for fraud or identity theft, including, but not limited to, bank account or credit card details, national insurance number, personal contact details, date of birth, salary related information, staff performance, grading, promotion or personal and family lives.

Data relating to living, identifiable individuals' health, disability, ethnicity, sexual health, political or religious affiliations, trade union membership or criminal offences/convictions.

Any Financial related data

Data relating to the medical records of any living, identifiable individual.

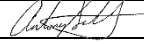
Business related data that would be likely to disadvantage the SES Group's commercial or policy negotiations.



the **SES GROUP**

Encryption Policy

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