

ATTACHMENT 2

ELECTRONIC RECORDS APPROVED STORAGE

Approved storage locations ensure that records and information is protected from damage, deterioration, unauthorised access or modification, deletion or destruction.

Shine Bright will store all hard copy and electronic data within its overall Central Records facility.

Approved hardcopy Central Records (hard copy) storage locations will:

- Meet work, health and safety requirements;
- Protect records from unauthorised access, amendment or destruction, and
- Have environmental controls that prevent damage by direct sunlight, flooding, fire and pests.

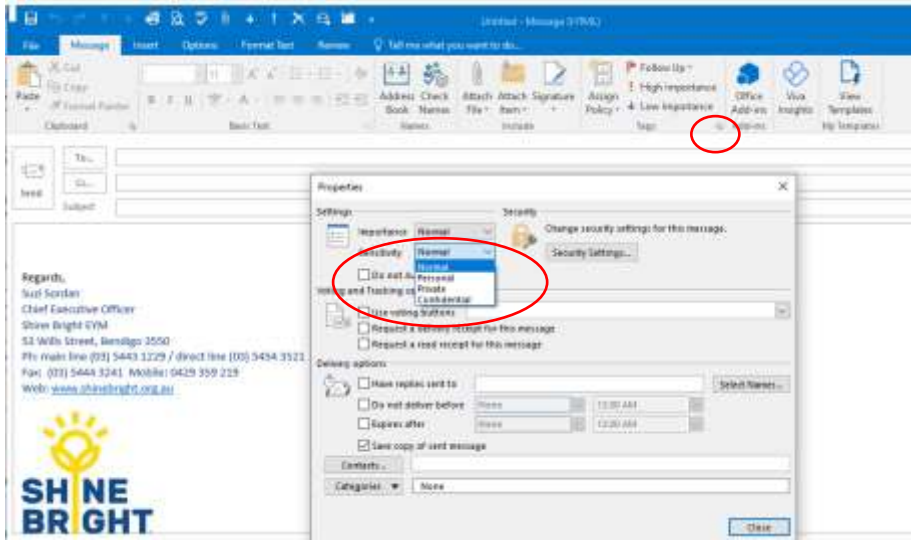
Approved electronic Central Records (electronic data) storage locations will:

- Have appropriate controls to prevent unauthorised access, amendment and deletion of records,
- Have effective back up and restoration arrangements to ensure that records can be accessed when required and for as long as is required,
- Allow data records to be saved in locations (corporate drive, electronic files) and formats that support long term preservation and access; and
- Are protected from power interruptions and outages.

To ensure that records and information are full, accurate and protected from unauthorised access, amendment or deletion throughout their lifetime Shine Bright must ensure they must be appropriately stored and managed.

The below Storage Location table details how information must be stored and managed.

Storage Location	
Cloud Storage	Account name is Shine Bright. Limited access to authorised individuals and groups. Records are accessible to all staff unless they need to be restricted for sensitive and confidentiality purposes. Cloud hosted systems will have a multifactor authentication.
Electronic Records	All organisational information must be stored in Shine Bright Central Records (electronic data) which will include a secure platform -defined as follows: Office and Maiden Gully Early Years staff must save their information/files on S: drive. No information is to be saved or stored on C:, USB or other available drives or devices. Service staff who do not currently have access to secure drives must move their information/files when this becomes available. In the interim, use of Microsoft 365 is strongly encouraged. All other staff are to use the Central Records (electronic data) S Drive.
Email Restrictions	Ensure all email messages are sent to the appropriate personnel by checking the 'To', 'Cc' and 'Bc' lists.

	<p>If the content of the email is sensitive and confidential in nature this needs to be selected as a 'Sensitivity' option in the email settings tab.</p> 
Hardcopy Storage	<p>Hard copy storage will be located in Shine Bright Central Records (hard copy). Information will be stored in lockable storage locations, such as a filing cabinet or locked office. These storage locations are collectively termed Shine Bright Central Records (hard copy) and must be locked when not in use.</p>
Sharing Restrictions	<p>Information Owner approval must be obtained prior to granting access or providing information to other staff who might not have access to requested information as part of their role at Shine Bright.</p> <p>It is recommended that documents are shared via hyperlinks wherever possible rather than using email attachments to ensure appropriate access and currency of information.</p>
USB/Portable Device Storage	<p>Shine Bright Central Records (electronic data) may include approved portable storage devices subject to written approval by the CEO and integrity/suitability is confirmed by Shine Bright's IT provider.</p>