

At Go-Woman! Alliance CIC we are committed to the practical implementation of the steps necessary to protect personal and company confidential data, in compliance with the Data Protection Act.

In addition, the following points must be observed and followed, wherever appropriate:

- All personal and confidential information should be stored and kept on Company premises.
- All personal and confidential data must be backed up on a regular basis and kept in a secure location, preferably an offsite location.
- Any confidential files stored on roaming laptops or internal machines should be password protected where appropriate using the built-in features of the word processing and spreadsheet applications.
- All network and computer passwords should be kept confidential and be changed on a regular basis.
- All passwords should be a minimum of 6-8 characters and contain a mixture of alpha-numeric characters.
- On termination of their employment, employee user ids should be revoked and removed from the system immediately.