

## Scomis Encryption Service

Schools should all be aware of the need to make sure all Administrative and Teacher laptops and any memory sticks issued are encrypted as part of your legal obligation to take appropriate technical and organisational measures against unauthorised or unlawful processing and accidental loss of personal data. Loss of personal data can be a serious breach of your obligations under the Data Protection Act 1998. The Information Commissioner can impose monetary penalties of up to £500,000 on organisations that commit serious breaches of the eight data protection principles.

Much of the data on school laptops is of a sensitive nature and the protection of this should be top priority. Devices in schools with the highest risk are typically all Administration and Teacher laptops. In line with the Department for Education best practice advice Scomis recommend these devices are encrypted using Full Disk Encryption.

### Subscription Charges - How much does the service cost?

The Scomis encryption service comprises two simple charges:

- a one-off initial £ POA cost per device (laptop); and
- an annual cost of £ POA per device.

### What happens when I have ordered the service?

Once we have received your order, you will receive an email with links to the documentation to assist in planning the rollout in your school, then later an email with your installation key so you can begin deployment. Please note that only after you have deployed the encryption on the relevant laptops does the data on the laptop's hard drive become secure and unreadable in the event it is stolen. The Scomis Encryption Service does not protect data that is taken off or sent from the relevant laptop (for example an external media device or email). Case law has indicated that data controllers should lock down access to USB ports on their computers (other than to encrypted memory sticks issued by the employer to an employee to use on the relevant computer). Such lock down is outside the scope of this Scomis Encryption Service.

## General FAQ

### How is the service different from a standalone solution?

Standalone solutions such as Truecrypt offer no recovery of forgotten passwords - meaning that all data on the encrypted device is irretrievable without the original password. The Scomis Encryption Service will enable a password to be reset either by the user themselves or by the Scomis Service Desk (as set out in Schedule 2 Part 2).

### How is the software installed?

The encryption software is designed to be installed by the end-user from a small web download. Scomis have designed the installation so that it will only run on compatible devices and takes the user through a simple setup process before the laptop is encrypted and the data secured. In a secondary school the ICT staff will be able to install the software before enrolling the end user.

### Why is there no discount for bulk purchases?

Bulk licence costs for the software have been negotiated for our centrally managed solution to significantly reduce costs per device. Significant development has gone in to ensure that the installation and rollout of the solution is as user friendly as possible. This has meant that we have been able to offer the service under the simple "Initial Device" cost and "Annual Device" cost model.

### What software does the Scomis Encryption Service use?

The encryption service is built on the industry leading McAfee Endpoint Encryption suite.

### Where can I find out more information?

If you have any questions, not answered by the frequently asked questions below, please log a call with the Scomis Service Desk.

## General Terms & Conditions

In addition to the above terms and conditions, please visit the Scomis website for our General Terms and Conditions.

[www.devon.gov.uk/scomis/scomis-terms-and-conditions](http://www.devon.gov.uk/scomis/scomis-terms-and-conditions)

