

## PUBLIC

### Characteristics

- Can be disclosed or disseminated without any restrictions on content, audience or time of publication, provided that such disclosure/dissemination is not against any applicable laws/regulations

### Examples

- Information available on internet
- Pay scales
- Minutes of statutory and other formal committees

### Data Storage

- Should be stored in LSE's IT facilities for the purpose of appropriate management, back-up, and access

### Data Access

- Can be accessed by the general public
- Can be accessed remotely via any device

### Data Transfer/sharing

- May be circulated on a need-to-know basis to appropriate members

### Data Backup

- Data stored in LSE's IT facilities is backed up nightly by LSE's third party expert; backup data is destroyed after 2 months
- **Keep a recoverable backup copy in a secure location for your critical data which is not stored on LSE server**

### Data Retention

- Subject to information owner's retention schedule

### Data Decommission

- Data can be removed through normal deletion process (Use Shift + delete, to remove the unnecessary step of data residing in the recycle bin, which in effect simply makes a copy of the data files that are hidden from your files browsers)