

# Tapestry Privacy, Security and Back-up Policy

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## Introduction

Security of a software service or product involves many aspects, and satisfying yourself that you should put your trust in a product can and should require that you ask questions of the organisation and people overseeing that security. The following document aims to give you an understanding of who we are and how we have addressed the important issue of protecting the integrity of Tapestry.

## The Foundation Stage Forum Ltd

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### Company information - general

Tapestry was conceived, and is developed and owned by The Foundation Stage Forum Ltd. (The FSF), an early years organisation that has provided resources and support for the early years (EYFS) workforce since February 2003. We have contracts with several dozen local authorities, many of which have been in place for seven years.

The FSF is a VAT registered, limited company, and is registered with the Information Commissioner's Office (ICO) under the following registration number: Z1783069

Our registered office is at:  
1, Southdown Avenue  
Lewes  
East Sussex  
BN7 1EL

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### FSF Directors

The FSF has two directors: Helen and Stephen Edwards.

#### **Stephen Edwards MSc**

Steve is the founder of the FSF. He worked for many years as a technical manager for the telecommunications organisation Ericsson, having completed a Masters Degree in information systems in the nineteen-eighties. He became interested in the early years as a result of his wife (Helen, see below) setting up a nursery in their home, and left Ericsson to set up the FSF in 2002 as a resource and support network for the early years workforce. He has been fully occupied with the FSF ever since, conceiving and driving the development of Tapestry as a part of this commitment.

## Helen Edwards DPhil

Helen has been working with young children since 1989, firstly as a primary school teacher, and then as a successful nursery owner/manager, followed by employment as a local authority advisor and university tutor, and more recently as an Ofsted inspector. She also holds the EYP status. Her time is now spent between these commitments and advising on EYFS matters both at the FSF and with respect to Tapestry development.

## Physical security and data backup measures

The Tapestry web service is hosted on dedicated servers (dedicated in this context means that the physical computers are installed and run exclusively for the use of the FSF) in a high security data centre situated around 20 miles north of London. The servers are managed by a UK company (United Hosting) which vets its personnel to BS7858 standard. The physical security of our servers is implemented using the following measures:

- 3m security fence with rota-spikes and perimeter anti ram-raid barriers.
- Blast proof anti-intruder shielded external windows and doors.
- Proximity access locks on all external and internal doors.
- Interlocked man-trap doors with identity checks before access to data floors is given.
- Each server cabinet has separate locked door access (no open racks).
- Perimeter and internal IP CCTV system monitored 24x7.
- 24x7 on-site security guards with static and mobile patrols.
- All on-site personnel are security vetted to BS7858 standard.
- Only authorised signed in staff are allowed onto the data floor, which is a private closed facility. Identity is established using biometric iris scans.

As well as the application code, all data is held on our servers at the data centre. Backups are taken four times a day, to a further secure data centre about 10 miles from the main data centre (offsite backup is desirable to protect data in the event of a catastrophic incident in the main data centre). Tapestry has a separate dedicated database server which does not accept external connections. Each Tapestry account has its own database, ensuring that there is no risk of data 'leakage' from one account to another.

## Software and configuration security measures

There follows a high level description of some of the security measures we have taken to protect access to data entered into the Tapestry service. For obvious reasons it is not advisable to declare all measures in detail, and a certain amount of obfuscation is in itself a security measure.

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## Passwords

Passwords are set up on a number of levels for Tapestry users. Setting managers and staff have access to more areas of the system and more data than parents for example. In all cases we use a one way hashing system that takes the plain text password and appends a random

salt. The salt is multiple characters and contains special characters (such as &!%^, etc). We do not store plain text passwords, ever.

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## **SSL (secure connection) certification.**

Connections between end-user and the Tapestry servers use SSL certification, the standard device to protect communication over a network. This employs Hypertext Transfer Protocol Secure (HTTPS) to encrypt the data flow between client and server. Its most obvious signature is the padlock icon many internet users are advised to look out for when, for example, using online banking services.

## **Access to the Tapestry servers**

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### **Data Centre and Data Centre staff**

The hosting staff, who maintain the integrity of the physical servers and proactively monitor them for software or configuration issues obviously have access. All staff with this level of access have been security vetted to BS7858 standard. This standard screens individuals employed in an environment where the security and safety of people, goods or property is a requirement of the employing organisation's operations or where such security screening is in the public interest.

Additionally, the Data centre is ISO27001 accredited. The ISO 2001 standard is considered to be the fundamental information security standard because it defines the basics of 'building' and controlling an ISMS.

We have engaged a firm of application security testers (also known as White Hat Hackers) who have spent one week investigating the security of Tapestry. They were given parent and staff accounts so that they could test the security from the perspective of authorised users, in addition to potential external threats. We also have weekly automated tests which examine the configuration and security of our servers.

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### **FSF staff**

The FSF developers also have admin access to the servers. We are a small organisation with developers who have been with us for some years, and they are employed following our normal interview processes. Some time ago we attempted to have all our employees DBS (CRB) checked, and after contacting the DBS service we found there was no facility for vetting via DBS. The DBS response was as follows:

*"Access to sensitive data does not enable eligibility with the exception of the following codes.*

- *Eligibility code 36 is specifically for those individuals that are working within the Department for Education or the Office for Standards in Education, Children's Services and Skills. If these departments do not cover their area of work then they would not be eligible for a DBS check under category code 36.*
- *There is also Eligibility Code 38. This code relates specifically to staff working within the 'Office of the Public Guardian' with access to data relating to children and vulnerable adults.*

*Unless the staff in question, therefore, qualify under category codes 36 or 38 then there is no eligibility for staff whose sole access to children or vulnerable adults is via documentation or database details."*

There is evidently no facility for the FSF to obtain DBS checks on staff, who are not eligible. Nevertheless, the FSF does follow a robust recruitment, induction and supervision process, and we believe we have a secure team who follow strict safeguarding policies. Although it has not proven possible to provide an exhaustive current check, in practical terms most engaged staff have either current, or previous CRB/DBS checks as a result of their wider responsibilities and experience in the early years sector.

## Privacy and data ownership

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### Who owns my data?

In short, you, the Tapestry account manager, own the data. We will not access your Tapestry accounts without your permission. No element of the Tapestry information you input into your accounts, including the email addresses of your staff and parents, belongs to us. We will never attempt to contact your parents directly, for marketing or other purposes. Nor will we pass on your details to any other party.

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### Who will access my accounts?

Only you, and those you authorise, will visit your Tapestry accounts. If we need to access your account to sort out a problem you are having, we will ask your permission first, and you will need to set up an account for us to do so, which of course you can disable afterwards. We will not give Tapestry account information, or access to your Tapestry account, to anyone other than those individuals you have set up as staff members. Parents contacting us for access details will always be referred to you, the Tapestry account holder.

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### Can I have my data and accounts deleted?

Yes. If you decide to discontinue Tapestry, we will completely delete all data and media associated with it. As children leave your setting, you can move them into a 'deleted' area,

where (after a delay of thirty days to avoid disastrous mistakes occurring) their records, data and media will be irreversibly deleted.

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## Is there a limit to the amount of data I can upload?

Currently there is no limit to the amount of text, photos and videos you can upload for a child. However, if we deem there to have been excessive amounts uploaded, we may need to discuss with you the possibility of an increase in subscription fee for the increased storage capacity required. So far, this has not been required for any of our Tapestry subscribers.

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## What happens if my account subscription should expire?

Obviously we want to avoid painful mistakes happening. For example, some subscriptions inevitably come up for renewal during a school holiday, and it would be unfortunate to say the least, if a manager's non-availability to renew were to result in the deletion of their entire database. We, therefore, do not have an automated deletion process, and will always make attempts to contact the main contact for an expired Tapestry account before final deletion.

After a significant period of time, however, if we are completely unable to make contact with the main contact, and the account has been rendered inactive due to an expired subscription, we will make the decision to delete the account.

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## What are my responsibilities?

As the data controller, the Tapestry account holder has overall responsibility for complying with the Data Protection Agency requirements.

When taking out a Tapestry subscription, you agree to our Tapestry Terms and Conditions which set out our responsibilities and yours. The Tapestry Terms and Conditions are available from the Foundation Stage Forum website (<http://eyfs.info>)

Actions for you to consider are:

- Training staff in the use of Tapestry, explaining sensible precautions such as keeping all access details confidential, and not permitting any material to be used without written permission from the parents/carers.
- Delete staff from your Tapestry account once they have left your employment.
- Prevent access to Tapestry from staff who are involved in disciplinary procedures.
- Prevent access to Tapestry for parents whose children have been made inactive or have been deleted, unless they have other children at your setting.
- Giving parents instructions for keeping the data protected, eg by insisting no photos are uploaded to social media sites without the written permission of the parents whose children are depicted in photos, videos or text.