



File Storage - Security

How do I keep my files private?

Security and access rights exist on all folders on the server.

You should only have access to files relevant to the service in which you work. Should you work over more than one service you should have access to files at these services using a single login.

You should contact IT if you think permissions on a folder need altered in any way. You should not need to and should never password protect individual files.

Which folders do I have access to?

Key:

Most services will have 6 folders;

- Key User
- Service User
- Admin Worker
- Enhanced Support Worker
- Management Team
- Service Manager

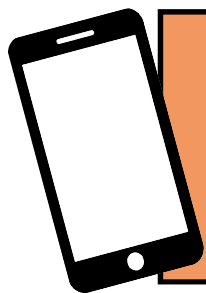
		STAFF				
		Workers	Admin Worker	Enhanced Support Worker	Team Managers	SDM
FOLDER	Key User	✓	✓	✓	✓	✓
	Service Users	✓	✓	✓	✓	✓
	Admin		✓	✓	✓	✓
	Enhanced SW			✓	✓	✓
	Mgt Team				✓	✓
	SDM					✓

In some cases, extra folders have been created. These will have security permissions appropriate to the contents.

Lifestyles:

Security permissions are applied to all subfolders in the Support and Development folders.

All staff (Admin and above) should have access to the files relevant to the areas they support.



For help and assistance call the ICT
Helpdesk: 0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.



Part of the 'How do I...' series of helpsheets. For more, visit ictsupport.key.org.uk