

# Autoclave

## Motion Picture Services

### Data Handling & Retention Policy | Updated 22/2/2024

The purpose of this document is to outline our procedures for the handling, storage, and disposal of raw and processed media files generated during motion picture production and post-production environments.

It exists to ensure the security and integrity of media files both 'in flight' and at rest.

It is the responsibility of all Autoclave personnel and contractors to adhere to these procedures.

#### Ethos

Autoclave maintains a minimum of the 3-2-1 backup regimen for all active data at any point in time.

This means having:

- three copies of the data, two of which are on different storage media and,
- one copy which is offsite.

#### Media Access Authorizations

- Access to media files should be restricted only to authorized personnel who need it for their work.
- Media files should be labeled and organized in a consistent and logical manner to ensure easy retrieval and access.
- Any changes to media files must be logged and tracked to ensure accountability and prevent accidental deletion or corruption.

#### Data Security

- Employees and contractors must not use personal devices to store or transfer media files without prior authorization.
- Any data breaches or security incidents involving media files must be reported immediately to the appropriate personnel.

#### Hardware

- Autoclave technicians reserve the right to use only Autoclave equipment for the purposes of data management.
- Externally provided equipment may introduce variables outside our knowledge and/or control that pose an unacceptable risk to the integrity of the workflow.

### Production

- There must be at least one crew member designated the duty of data handling during production.
- Once media is ready to be offloaded, a minimum of two copies are created on high-speed storage media.
- One of these backups is to be removed from the on-set environment on multi-day productions.
- Before a media card is cleared, the offsite backup must have been backed up to different media, maintaining three separate copies of the media.
- In the event that media will need to be erased prior to offset backup occurring, the on-set backup must consist of at least 3 copies across 2 media types (preferably 2 transport drives and 1 RAID5/6).

### Post-Production

- Media and data files for in-progress projects are stored on a RAID5/6 connected to the relevant technician's machine and backed up both on and off-site.
- Shoot media remains unaltered on the initial from-set drives.
- One drive is kept with the applicable RAID and the other is kept at an alternative Autoclave site.
- On longer-form projects, this backup is additionally uploaded to secure cloud-based storage (applicable when data retention is likely to exceed 30 days from production).
- Files generated during post-production are backed up between Autoclave sites and to secure cloud storage, always maintaining a minimum of three copies of relevant data.

### Data Retention and Disposal

- Source files are retained for a minimum of 30 days after project completion, after which time they are flagged for possible purging as space is required.
- Project files and outputs/deliverables are kept for 48 months.

When media files are no longer needed, they must be securely disposed of to prevent unauthorized access or disclosure. Disposal of media files must follow Autoclave's data destruction policy, which may include processes such as:

- Physical destruction
- Degaussing
- Secure wiping or "striping"

Employees and contractors must not retain any copies of media files after they have been disposed of, except where required by law or Autoclave policy.