Winchelsea

All Individuals Matter

WINCHELSEA PRIMARY SCHOOL RUSKINGTON

INFORMATION SECURITY POLICY

Aim

This policy sets out Winchelsea Primary School's approach to information security and provides the principles and responsibilities necessary to safeguard school information and Information Communication Technology (ICT).

It sets out the management commitment to information security, defines information security responsibilities and ensures appropriate governance.

The policy is supported and approved by the schools Governing Body, Head Teacher and the Senior Leadership Team.

Scope

This policy applies to:

- All information, regardless of format, processed by the school;
- ICT used to process school information and/or provide services.

Objectives

The school recognises the importance of safeguarding information entrusted to it by pupils, parents, staff, partners and other third parties. It also recognises the value in ensuring ICT is used in a safe and secure manner.

We will therefore:

- Take appropriate measures to ensure the security (confidentiality, integrity, availability) of information and ICT;
- Ensure individuals understand their responsibilities when accessing school information and ICT;
- Support information risk management by reducing the likelihood of a security incident and personal data breach;
- Ensure we take reasonable steps to meet our legal and regulatory obligations;
- Act in way which promotes confidence in the way we handle information;
- Promote and support a working culture that recognises the benefits of good information security;
- Apply security controls that support individuals to do their job well.

Information Security Responsibilities

The following information security responsibilities are in place to help the school achieve its information security objectives:

- Governing Body – The Governing Body has overall responsibility for ensuring the school has appropriate security in place to protect information and ICT and for ensuring compliance with this policy. They also have overall responsibility for information risk management.

- Head Teacher – The Head Teacher has day to day responsibility for ensuring individuals are aware of, and apply, this policy. The Head Teacher is also responsible for ensuring that security controls are appropriate and effective.

- Senior Leadership Team – The Senior Leadership Team have responsibility for supporting the Head Teacher and Governing Body by ensuring individuals are aware of, and apply, this policy.

- Individuals – Every individual has a responsibility to meet the requirements of this policy. This includes complying with individual policy requirements and undertaking training relevant to their role.

Training and Awareness

The school acknowledges that training and awareness plays an important part in creating a culture which takes security seriously. Therefore, the school shall ensure that:

- Staff and Governors undergo information security and data protection training on an annual basis;
- An awareness of security is maintained through regular communications;
- Staff will be encouraged to report security weaknesses.

Information Risk Management

The school shall ensure information risk management forms part of its overall governance.

We will ensure that information risk will be assessed to understand the likelihood of an event happening and the impact of an event should it happen and act accordingly.

Identified information risks will be monitored and reviewed.

Supporting Policies

The school shall produce supporting policies and guidance designed to support individuals in understanding their responsibilities.

Supporting policies include:

- ICT Acceptable Use Policy;
- Security Incident Reporting Policy;

- GDPR (Data Protection);
- Information Handling Policy.

Further Information

For further information regarding information security within the school please contact the Head Teacher.

Further advice and information is available from the Information Commissioner's Office at www.ico.org.uk.

Signed: _____   Dated: _____
Chair of Governors