



HOLY TRINITY CE PRIMARY SCHOOL
*Strength for today,
Bright hope for tomorrow*

E-Security Policy

This Review: Nov 2017

Next Review: 2018

Frequency of Review: Annually

Strategic and operational practices

At this school:

- The Head Teacher is the Senior Information Risk Officer (SIRO).
- <NAME> is the Data Protection Officer (DPO) with responsibility for data protection compliance. *[Note this role is discrete to the SIRO and should not be the same person]*
- Staff are clear who the key contact(s) for key school information are (the Information Asset Owners). We have listed the information and information asset owners <in a spreadsheet or system – an Excel template is available at gdpr.lgfl.net>.
- We ensure staff know to immediately report, and who to report to, any incidents where data protection may have been compromised, such as when passwords for sensitive systems or devices are lost or stolen, so that relevant action(s) can be taken.
- All staff are DBS checked and records are held in one central record <in name of MIS e.g. SIMS, Integris etc., Personnel or spreadsheet>.

We ensure ALL the following school stakeholders sign an Acceptable Use Agreement. We have a system so we know who has signed.

- staff
- governors
- pupils
- parents
- volunteers

This makes clear all responsibilities and expectations with regard to data security.

- We have approved educational web filtering across our wired and wireless networks. We also have <an additional layer of monitoring software across our network system>. We monitor school <e-mails / blogs / online platforms, etc.> to ensure compliance with the Acceptable Use Agreement. As well as monitoring usage, we may also monitor content of e-mails / blogs / etc.
- We follow LA guidelines for the transfer of any data, such as MIS data or reports of children, to professionals working in the Local Authority or their partners in Children's Services / Family Services, Health, Welfare and Social Services.
- All staff have their own unique username and private passwords to access school systems. Staff are responsible for keeping their passwords private.
- We require staff to use <STRONG passwords for access into our MIS system>.
- We require staff to change their passwords into the MIS, USO admin site, <other secure system> <every 90 days / twice a year>.
- We require that any personal/sensitive material must be encrypted if the material is to be removed from the school, and limit such data removal. <We have an approved remote access solution so staff can access sensitive and other data from home, without need to take data home.>
- School staff who set up usernames and passwords for e-mail, network access, <other online services > work within the approved system and follow the security processes required by those systems.
- We ask staff to undertake house-keeping checks at least annually to review, remove and destroy any digital materials and documents which need no longer be stored.

Technical or manual solutions

- Staff have <secure area(s) on the network to store sensitive documents or photographs>.
- We require staff to log-out of systems when leaving their computer, but also enforce lock-out after <10 mins. idle time>.
- We use < RAV3 / VPN solution > with its 2-factor authentication for remote access into our systems.
- We use the DfE S2S site to securely transfer CTF pupil data files to DfE / other schools.
- We use the Pan-London Admissions system to transfer admissions data. <Staff with access to the Admissions system also use a LGfL OTP tag as an extra precaution.>
- We use LGfL AutoUpdate for creation of online user accounts for access to services and online resources.
- We use <LGfL's USO-FX2> to transfer documents to schools in London, such as references, reports of children.
- We use <LGfL's myDrive> for online document storage.
- We store any sensitive/special category written material in <lockable storage cabinets in a lockable storage area>.
- All servers are <in lockable locations and> managed by DBS-checked staff.
- We <lock any back-up tapes in a secure, fire-proof cabinet>. <Back-ups are encrypted>. <No back-up tapes leave the site on mobile devices.>
- We use Cnetso remote secure back-up for disaster recovery on our <network / admin, curriculum server(s)>.
- We comply with the WEEE directive on equipment disposal, by using an approved disposal company for disposal of IT equipment. For systems, where any protected or restricted data has been held, (such as servers, photocopiers), we get a certificate of secure deletion.
- Portable equipment loaned by the school (for use by staff at home), where used for any protected data, <is disposed of through the same procedure>.
- Paper based sensitive information is <shredded, using a cross-cut shredder>.