



# Information Security Policy

## Introduction

In May 2018 the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA) became enforceable across the United Kingdom. As part of The Federation of Skelton Newby Hall and Sharow CE Primary School's programme to comply with the new legislation it has written a new suite of Information Governance policies.

The Information Security Policy outlines the School's organisational security processes and standards. The policy is based upon the sixth principle of the GDPR which states organisations must protect the personal data, which it processes, against unauthorised loss by implementing appropriate technical and organisational measures. This policy has been written using the security framework recommended by ISO: 270001 (internationally recognised Information Security Standard).

This policy should be read in conjunction with the other policies in the School's Information Governance policy framework with particular focus on the Acceptable Use Policy and the Information Security Incident Reporting Policy.

## Scope

All policies in the Information Governance policy framework apply to all School employees, any authorised agents working on behalf of the School, including temporary or agency employees, and third party contractors.

Individuals who are found to knowingly or recklessly infringe these policies may face disciplinary action.

The policies apply to information in all forms including, but not limited to:

- Hard copy or documents printed or written on paper,
- Information or data stored electronically, including scanned images,
- Communications sent by post/courier or using electronic means such as email, fax or electronic file transfer,
- Information or data stored on or transferred to removable media such as tape, CD, DVD, USB storage device or memory card,
- Information stored on portable computing devices including mobile phones, tablets, cameras and laptops,
- Speech, voice recordings and verbal communications, including voicemail,
- Published web content, for example intranet and internet,
- Photographs and other digital images.

## Access Control

The School will maintain control over access to the personal data that it processes. These controls will differ depending on the format of the data and the status of the individual accessing the data. The School will maintain an audit log detailing which

individuals have access to which systems (both electronic and manual). This log will be maintained by the school administrator.

#### *Manual Filing Systems*

Access to manual filing systems (i.e. non-electronic systems) will be controlled by a key management system. All files that contain personal data will be locked away in lockable storage units, such as a filing cabinet or a document safe, when not in use.

Keys to storage units will be stored securely. The school administrator will be responsible for giving individuals access to the safe place. Access will only be given to individuals who require it to carry out legitimate business functions.

#### *Electronic Systems*

Access to electronic systems will be controlled through a system of user authentication. Individuals will be given access to electronic filing systems if required to carry out legitimate functions.

Individuals will be required to change their password every 3 months and usernames will be suspended when an individual leaves employment of the School.

#### *Software and Systems Audit Logs*

The School will ensure that all major software and systems have inbuilt audit logs so that the School can ensure it can monitor what employees and users have accessed and what changes may have been made. Although this is not a preventative measure it does ensure that the integrity of the data can be assured and also deters individuals from accessing records without authorisation.

#### *Data Shielding*

Due to the size of both schools within the Federation, it is recognised that employees may have access to the personal data of family members or close friends. Employees should declare, upon employment, whether they are aware of any family members or friends who are registered at either of the schools.

Employees are asked to handle personal data in such circumstances in a professional and sensitive manner. Where a parent wishes to withhold personal data from any named staff member, a request must be made to the Headteacher who will discuss this with the effected parties further and implement appropriate restricted access where deemed necessary.

Employees who knowingly do not declare family and friends registered at the School, or are found to be accessing information without a valid reason may face disciplinary proceedings and may be charged with an offence under Section 170 of the Data Protection Act 2018 (unauthorised access to information).

The School will then keep paper files in a separate filing cabinet (with access restricted to minimal employees) and where possible any electronic files will be locked down so that the declaring employee cannot access that data.

Employees who knowingly do not declare family and friends registered at the School may face disciplinary proceedings and may be charged with an offence under Section 170 of the Data Protection Act 2018 (unauthorised access to information).

#### *External Access*

On occasions the School will need to allow individuals who are not employees of the School to have access to data systems. This could be, for example, for audit purposes, to fulfil an inspection, when agency staff have been brought in, or because of a Partnership arrangement with another School. The Headteacher is required to authorise all instances of third parties having access to systems. If the above individual is not available to authorise access, then access can also be authorised by the base leader.

An access log, detailing who has been given access to what systems and who authorised the access, will be maintained by the School.

### **Physical Security**

The School will maintain high standards of Physical Security to prevent unauthorised access to personal data. The following controls will be maintained by the School:

#### *Clear Desk Policy*

Individuals will not leave personal data on desks, or any other working areas, unattended and will use the lockable storage units provided to secure personal data when not in use.

#### *Alarm System*

The School will maintain a security alarm system at its premises so that, when the premises are not occupied, an adequate level of security is still in operation.

#### *Building Access*

External doors to the premises will be locked when the premises are not occupied. Only authorised employees will be key holders for the building premises. The school administrator will be responsible for authorising key distribution and will maintain a log of key holders.

#### *Internal Access*

Internal areas that are off limits to pupils and parents will be kept locked and only accessed through PIN or keys. PINs will be changed every six months or whenever a member of staff leaves the organisation. Keys will be kept in a secure location and a log of any keys issued to staff maintained.

#### *Visitor Control*

Visitors to the School will be required to sign in a visitor's book and state their name, organisation, car registration (if applicable) and nature of business. Visitors will be

escorted throughout the School and will not be allowed to access restricted areas without employee supervision.

Visitor books will be locked away at the end of the working day (to be locked in medical locker) and kept for current financial year + six years.

## **Environmental Security**

As well as maintaining high standards of physical security, to protect against unauthorised access to personal data, the School must also protect data against environmental and natural hazards such as power loss, fire, and floods.

It is accepted that these hazards may be beyond the control of School but the School will implement the following mitigating controls:

### *Back Ups*

The School will back up their electronic data and systems every evening. These backups will be kept off site by an external provider. This arrangement will be governed by a data processing agreement. Should the School's electronic systems be compromised by an environmental or natural hazard then the School will be able to reinstate the data from the backup with minimal destruction.

### *Fire Proof Cabinets*

The School will aim to only purchase lockable data storage cabinets that can withstand exposure to fires for a short period of time. This will protect paper records, held in the cabinets, from any minor fires that break out on the building premises.

### *Fire Doors*

Areas of the premises which contain paper records will be fitted with fire doors so that data contained within those areas will be protected, for a period of time, against any fires that break out on the premises. Fire doors must not be propped open unless automatic door releases are installed.

### *Fire Alarm System*

The School will maintain a fire alarm system at its premises to alert individuals of potential fires and so the necessary fire protocols can be followed.

## **Systems Security**

As well as physical security the School also protects against hazards to its IT network and electronic systems. It is recognised that the loss of, or damage to, IT systems could affect the School's ability to operate and could potentially endanger the lives of its Pupils.

The School will implement the following systems security controls in order to mitigate risks to electronic systems:

### *Phishing Emails*

In order to avoid the School's computer systems from being compromised through phishing emails, employees are encouraged not to click on links that have been sent to them in emails when the source of that email is unverified. Employees will also take care when clicking on links from trusted sources in case those email accounts have been compromised. Employees will check with SchoolsICT if they are unsure about the validity of an email.

#### *Firewalls and Anti-Virus Software*

The School will ensure that the firewalls and anti-virus software is installed on electronic devices and routers. The School will update the firewalls and anti-virus software when updates are made available and when advised to do so by SchoolsICT.

#### *Cloud Computing*

The school has engaged a number of data processors who operate their systems within the Cloud. A data risk assessment and contract check is completed prior to entering into a legal relationship with a new partner to ensure that data protection risk and clauses are fully considered. Where data is held outside of the EEA all data processors will be required to provide evidence that any personal data from the school will have adequate protection equal to that of the GDPR regulations.

#### *Shared Drives*

The School maintains a shared drive on its servers. Whilst employees are encouraged not to store personal data on the shared drive it is recognised that on occasion there will be a genuine business requirement to do so.

The shared drive will have restricted areas that only authorised employees can access. For example a HR folder in the shared drive will only be accessible to employees responsible for HR matters. The school administrator will be responsible for giving shared drive access rights to employees. Shared drives will still be subject to the School's retention schedule.

### **Communications Security**

The transmission of personal data is a key business need and, when operated securely is a benefit to the School and pupils alike. However, data transmission is extremely susceptible to unauthorised and/or malicious loss or corruption. The School has implemented the following transmission security controls to mitigate these risks:

#### *Sending Personal Data by post*

When sending personal data, excluding special category data, by post, the School will use Royal Mail's standard postal service. Employees will double check addresses before sending and will ensure that the sending envelope does not contain any data which is not intended for the data subject.

#### *Sending Special Category Data by post*

When sending special category data by post the School will use Royal Mail's 1<sup>st</sup> Class Recorded postal service. Employees will double check addresses before sending and will ensure that the sending envelope does not contain any data which is not intended for the data subject. If the envelope contains information that is thought to be particularly sensitive then employees are advised to have the envelope double checked by a colleague.

#### *Sending Personal Data and Special Category Data by email*

The School will only send personal data and special category data by email if using a secure email transmission portal such as encryption using Office 365.

Employees will always double check the recipient's email address to ensure that the email is being sent to the intended individual(s). Use of autocomplete should be strongly discouraged.

#### *Exceptional Circumstances*

In exceptional circumstance the School may wish to hand deliver, or use a direct courier, to ensure safe transmission of personal data. This could be because the personal data is so sensitive that the usual transmission methods would not be considered secure, or because the volume of the data that needs to be transmitted is too big for usual transmission methods.

#### *Using the BCC function*

When sending emails to a large number of recipients, such as a mail shot, or when it would not be appropriate for recipients to know each other's email addresses then School employees will utilise the Blind Copy (BCC) function.

### **Remote Working**

It is understood that on some occasion employees of the School will need to work at home or away from the School premises. If this is the case then the employees will adhere to the following controls:

#### *Lockable Storage*

Employees must not keep personal data or School equipment in cars if unsupervised.

#### *Private Working Area*

Employees must not work with personal data in areas where other individuals could potentially view or even copy the personal data (for example on public transport).

Employees should also take care to ensure that other household members do not have access to personal data and do not use School equipment for their own personal use.

#### *Trusted Wi-Fi Connections*

Employees will only connect their devices to trusted Wi-Fi connections and will not use 'free public Wi-Fi' or 'Guest Wi-Fi'. This is because such connections are susceptible to malicious intrusion.

When using home Wi-Fi networks employees should ensure that they have appropriate anti-virus software and firewalls installed to safeguard against malicious intrusion. If in doubt employees should seek assistance from IT Provider.

#### *Encrypted Devices and Email Accounts*

It is recognised that staff working from home may use their own devices, which may not be encrypted. Therefore, the following apply:

- Personal data must not be printed on home printers.
- Downloading to the device's hard drive is not permitted.
- Microsoft 365 must be closed down completely to omit unauthorised access.

Employees will not use Personal email accounts to access or transmit personal data. Employees must only use School issued email accounts. All personal data sent by email must be encrypted.

#### *Data Removal and Return*

Employees will only take personal data away from the School premises if this is required for a genuine business need. Employees will take care to limit the amount of data taken away from the premises.

Employees will ensure that all data is returned to the School premises either for re-filing or for safe destruction. Employees will not destroy data away from the premises as safe destruction cannot be guaranteed.