



Bealings School

# Information Management Policy

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# **Information Management Policy**

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## **1. Aims**

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the [General Data Protection Regulation \(GDPR\)](#) and Data Protection Act 2018 (DPA 2018).

This policy applies to all personal data, regardless of whether it is in paper or electronic format.

## **2. Legislation and guidance**

This policy meets the requirements of the GDPR and the DPA 2018. It is based on guidance published by the Information Commissioner's Office (ICO) on the [GDPR](#).

## **3. Roles and responsibilities**

This policy applies to **all staff** employed by our school, and to external organisations or individuals working on our behalf. Staff who do not comply with this policy may face disciplinary action.

### **3.2 Data Protection Officer**

The Data Protection Officer is responsible for overseeing the implementation of this policy, monitoring our compliance with data protection law, and developing related policies and guidelines where applicable.

They will provide an annual report of their activities directly to the board of directors and, where relevant, report to the board their advice and recommendations on school data protection issues.

The Data Protection Officer is also the first point of contact for individuals whose data the school processes, and for the ICO.

Our Data Protection Officer is Tracey Riches contactable via:

- Mobile: 07961856389
- Email: [tracey.riches@clear7.co.uk](mailto:tracey.riches@clear7.co.uk)

### **3.3 Headteacher**

The Headteacher acts as the representative of the data controller on a day-to-day basis.

## **4. Bring Your Own Device Policy**

The School recognises that many employees will have their own personal mobile devices (such as smartphones and tablets) which they could use for School purposes and also that there can be benefits for both the School and staff in permitting such use. However, the use of personal mobile devices for school purposes can give rise to an increased risk in terms of the security of the School's IT networks and communications systems, the protection of confidential or otherwise sensitive information and compliance with legal obligations, such as data protection requirements.

Personal devices may be used to access school cloud based accounts e.g. email, GoogleDrive and OneDrive. However:

- documents must not be downloaded onto personal devices,
- passwords to these accounts must not be saved,
- accounts must be logged off when not actively being used.

With the prior permission of their Headteacher, employees may use a personal mobile device for school purposes, provided always that they adhere to the terms of this policy.

Employees are not required to use their personal mobile device for school purposes if they do not wish to do so.

Before using a device under this policy for the first time, employees must erase all information and software related to any previous employment.

#### **4.1 Scope and Purpose of the Policy**

This policy applies to all employees who use a personal mobile device for school purposes. It applies to use of the device both during and outside your normal working hours and whether or not your use of the device takes place at your School. This policy applies to all devices which are used to access the School's IT resources and communications systems, which may include smartphones, mobile phones, tablets, laptops etc.

When you access the School's systems, you may be able to access data about the School and our pupils, parents, contractors or suppliers, including information which is confidential or otherwise sensitive. When you access the School's systems using a device, the School is also exposed to a number of risks, including from the loss or theft of the device (which could result in unauthorised access to the School's systems or data), the threat of malware (such as viruses, spyware or other threats that could be introduced via a device) and the loss, wrongful disclosure or unauthorised alteration or deletion of School data (which could expose the School to the risk of non-compliance with legal obligations relating to confidentiality, data protection and privacy).

The purpose of this policy is to protect the School's systems and data and to prevent School data from being deliberately or accidentally lost, disclosed, deleted or altered, while enabling employees to access the School's systems using a device.

#### **4.2 Connecting Devices to the School's Systems**

Connectivity of all devices is managed by the IT technician, who must approve each device as providing an appropriate level of security before it can be connected to the School's systems or network. The IT technician has the absolute discretion to approve or reject a device and the School reserves the right to refuse or revoke permission for a particular device to connect with its systems, for example where a device is being or may be used in a way that puts, or could put, the School and its employees, pupils, parents, systems or data at risk or that may otherwise breach this policy. In order to access the School's systems, it may be necessary for the IT technician to install software applications on the device. If any such software is removed, access to the School's systems will be disabled.

The School has the absolute right to determine what types of data can and cannot be processed on a device and the IT technician will advise of any types of data that is restricted or prohibited.

The School's Acceptable Use Policy will also continue to apply as appropriate to the device, for example where Internet sites or work e-mails are accessed on the device via the School's network.

Where a device which is connected to the School's systems develops a technical problem, fault or failure, the IT technician will provide initial technical support to assist in determining if the issue with the device is software or hardware related. If the issue is hardware related or relates to software which you have installed, then you will be responsible for resolving it, including any repairs, maintenance or replacements costs and services. If it relates to software the School has provided, then it will provide any necessary support.

#### **4.3 Device Monitoring**

The content of the School's systems and data is the property of the School. All data, information and communications, including but not limited to e-mail, telephone conversations and voicemail

recordings, instant messages and Internet and social media postings and activities, created on, transmitted to, received from, or stored or recorded on a device during the course of the School's business or on the School's behalf is the School's property, regardless of who owns the device.

The School reserves the right (remotely or otherwise) to inspect, monitor, intercept, review, disclose, remove or destroy all content on the device that has been created for or on behalf of the School and to access applications used on it for this purpose. This includes the monitoring, interception, accessing, recording, disclosing, inspecting, reviewing, retrieving, printing, removal, destruction or deletion of transactions, messages, communications, posts, log-ins, recordings and other uses of the device. It is possible that personal data may be inadvertently monitored, intercepted, reviewed or erased. Therefore, employees should have no expectation of privacy in any personal data on the device. Employees are advised not to use the School's systems for communications of a sensitive or confidential nature because it is not guaranteed to be private.

The purposes for such monitoring are:

- to promote productivity and efficiency
- to ensure the security of the School's systems and their effective operation
- to prevent misuse of the device and protect School data
- to ensure there is no unauthorised use of the School's time or systems
- to ensure that all employees are treated with respect and dignity at work, by discovering and eliminating any material that is capable of amounting to unlawful harassment
- to ensure that employees do not use the School's facilities or systems for any unlawful purpose or activities that may damage the School's reputation
- to ensure there is no breach of confidentiality or data protection.

The School may also store copies of any content for a period of time after it is created and may delete such copies from time to time without notice.

By agreeing to use your personal mobile device for School purposes, you confirm your agreement to such inspection or monitoring and to the School's right to copy, erase or remotely wipe the entire device, including any personal data stored on the device. Although the School does not intend to wipe personal data, it may not be possible to distinguish all such information from School data. You should therefore regularly backup any personal data contained on the device. Any photos, videos or personal data from devices such as school iPads should be deleted once saved to the school network or printed.

You also agree that you use the device at your own risk and that the School will not be responsible for any loss, damage or liability arising out of its use, including any loss, corruption or misuse of any content or loss of access to or misuse of the device, its software or its functionality.

You must co-operate with the School to enable such inspection or monitoring, including providing any passwords or pin numbers necessary to access the device or relevant applications.

The School shall use reasonable endeavours not to access, copy or use any personal data held on the device, unless absolutely necessary. If such copying occurs inadvertently, the School will delete such personal data as soon as it comes to its attention.

#### **4.4 Security Requirements**

You must:

- at all times, use your best efforts to physically secure the device against loss, theft or use by persons who have not been authorised to use the device. You must secure the device whether or not it is in use and whether or not it is your current possession. This includes passwords, encryption technologies and physical control of the device

- install any anti-virus or anti-malware software at the School's request before connecting to its systems and consent to the School's procedures to manage the device and secure its data, including providing the School with any necessary passwords
- protect the device with a pin number or strong password, and keep that pin number or password secure at all times. If the confidentiality of a pin number or password is compromised, you must change it immediately
- ensure that access to the device is denied if an incorrect pin number or password is input too many times and ensure that the device automatically locks if inactive for a period of time
- maintain the device's original operating and security system and settings, and keep it current with security patches and updates
- prohibit use of the device by anyone not authorised by the School, including family and friends
- not download and install untrusted or unverified software or applications unless explicitly authorised by the School - if in doubt, contact the IT technician
- not download or transfer any restricted or prohibited types of School data to the device, for example via e-mail attachments, or store any such restricted or prohibited types of School data on the device unless you have been specifically authorised to do so, and you must immediately erase any such information that is inadvertently downloaded to the device
- not backup the device locally or to cloud-based storage applications where that might result in the backup or storage of School data and any such backups inadvertently created must be deleted immediately
- where you are permitted to store School data on the device, ensure that it is encrypted using appropriate encryption technologies approved by the IT technician.

If the School discovers or reasonably suspects that there has been a breach of this policy, including any of the security requirements listed above, it shall immediately remove access to its systems and, where appropriate, remove any School data from the device.

In the event of a lost or stolen device, or where you believe that a device may have been accessed by an unauthorised person or otherwise compromised, you must report the incident to the headteacher and the IT technician immediately. Appropriate steps will be taken to ensure that School data on or accessible from the device is secured, including remote wiping of the device where appropriate. The remote wipe will destroy all School data on the device (including information contained in a work e-mail account, even if such e-mails are personal in nature). Although the School does not intend to wipe personal data, it may not be possible to distinguish all such information from School data.

On termination of employment, on or before your last day of employment by the School, all School data (including work e-mails), and any software applications provided by the School, will be removed from the device. If this cannot be achieved remotely, the device must be submitted to the IT technician for wiping and software removal. You must provide all necessary co-operation and assistance to the IT technician in relation to this process. The same process will apply if you intend to sell the device or to return it to the manufacturer or take it to a third party for repair or replacement.

#### **4.5 Costs**

You must pay for your own device costs under this policy, including but not limited to voice and data usage charges and any purchase, repair or replacement costs. You acknowledge that you are responsible for all costs associated with the device and that your School usage of the device may increase your voice and data usage charges.

#### **4.6 Disciplinary Action**

Failure to comply with any of the requirements of this policy is a disciplinary offence and may result in disciplinary action being taken under the School's disciplinary procedure. Breach of this policy may also lead to the School revoking your access to its systems, whether through a device or otherwise.

Employees are required to co-operate with any investigation into suspected breach, which may involve providing the School with access to the device and any relevant passwords and login details.

#### **5. Passwords**

Teachers have their own unique password for their classroom computers, iPads are password protected. The Office computers share the same password.

#### **6. CCTV**

The school does not currently use closed circuit television (CCTV) but does use signage to act as a deterrent.

#### **7. Clear Desk Policy**

The School operates a clear desk policy for all employees for the following reasons:

- it reduces the threat of a security breach as passwords and other confidential information are locked away or otherwise securely stored
- it ensures compliance with data protection requirements because personal data must be held securely at all times
- it protects employees' health and safety by reducing the risk of workplace accidents
- it reduces the risk of damage or destruction to information in the event of a disaster such as a fire or flood etc.
- it portrays a professional image to our parents, visitors and suppliers when they visit the School's premises

##### **7.1 Procedure**

At the end of your working day or where you leave your workplace for an extended period during the day, you must tidy your workplace and tidy away all school-related paperwork and files into your desk drawer, filing cabinet or cupboard in an efficient and organised manner. These should then be locked overnight where locking facilities are available. Confidential information or information containing personal data must always be securely stored. If you are unsure of the information's sensitivity, either ask your manager or lock it away securely.

Put any paperwork that you no longer need in your rubbish/recycling bin on a daily basis. Please use the School's shredding facilities or confidential waste bags where the information in the paperwork is confidential. Any unwanted paperwork that contains personal data or sensitive information should be shredded. Paperwork that you do need should be acted upon and then appropriately filed.

This policy includes removable storage media which may contain files downloaded from your computer, such as memory sticks, portable hard drives and CDs. Media of this type must always be School issued and encrypted.

Additionally, this policy is designed to reduce the amount of paper that the School uses, which in turn reduces the amount of printing costs and filing space needed. You should not print out hard copies of e-mails or documents just to read them unless this is really necessary. All information

stored on the School's computer and e-mail systems are backed-up so you will not lose the information unless you have specifically deleted it.

When printing out information, it should be cleared from printers immediately, particularly if the information is confidential or contains personal data. Faxes should also be taken from the fax machine immediately. Nothing should be left lying on printers, photocopiers or fax machines at the end of the day.

It is your personal responsibility to adhere to this policy. If you fail to comply with the above rules, it will be dealt with in accordance with the School's disciplinary procedure.

## **8. Governor and School Staff Use of Email**

The school provides e-mail and internet access to authorised users. The use of email within a school is an essential means of communication for staff, governors and students. In the context of school, emails should not be considered private and individuals should assume that anything they write or email could become public.

The purpose of this policy is to outline the procedure and protocols to be used when emailing and this policy must be adhered to by all authorised users.

### **8.1 Email Accounts**

The school gives the Headteacher, SENCo, all office staff and governors their own email account as a work-based tool. This school email account should be the account that is used for all school business. This is to minimise the risk of receiving unsolicited or malicious emails and avoids the risk of personal contact information being revealed.

For the safety and security of users and recipients, all mail is filtered and logged. If necessary, email histories can be traced.

The following rules will apply:

- Under no circumstances should staff or governors contact students, parents or conduct any school business using any personal email addresses.
- It is the responsibility of each account holder to keep their password/s secure.
- All external emails, including those to parents, should be constructed in the same way as a formal letter written on school headed paper.
- In the event of any issues/complaints it is advised that the headteacher is included in any correspondence between staff and parents, external organisations or students. The school requires a standard disclaimer to be attached to all email correspondence, clarifying that any views expressed are not necessarily those of the school. Please note that this disclaimer is automatically added to emails sent externally.
- All emails should be written and checked carefully before sending.
- Emails created or received as part of your school job will be subject to disclosure in response to a request for information under the Freedom of Information Act or a Subject Access Request in certain circumstances.

Staff are expected to manage their staff email account in an effective way as follows:

- Delete all emails of short-term value.
- Organise email into folders and carry out frequent house-keeping on all folders and archives.
- Respond to emails in a timely fashion.



- However you access your school email (whether directly, through webmail when away from the office or on non-school hardware) all the school ICT, e-safety and email policies apply.

Staff must immediately inform the school Bursar if they receive an offensive email and any suspicious emails should be reported to the Bursar and should not be opened.

## **8.2 Sending Emails**

The following rules apply:

- When composing your message to a parent or non-staff member you should always use formal language, as if you were writing a letter on headed paper.
- If sending emails containing personal, confidential, classified or financially sensitive data to external third parties or agencies, please see the section below 'Emailing personal, sensitive, confidential or classified information'.
- Use your own school email account so that you are clearly identified as the originator of a message.
- Keep the number and relevance of email recipients, particularly those being copied, to the minimum necessary and appropriate.
- Do not send whole school emails unless essential for school business.
- Do not send or forward attachments unnecessarily. Whenever possible, send the location path to the shared drive rather than sending attachments.

## **8.3 Receiving Emails**

The following rules apply:

- Check your email regularly.
- If appropriate, activate your 'out-of-office' notification when away for extended periods.
- Never open attachments from an untrusted source. If unsure, always consult the network manager first.
- Do not use the email systems to store attachments. Detach and save business related work to the appropriate shared drive/folder.
- The setting to automatically forward and/or delete of emails is not allowed.

## **8.4 Emailing Personal, Sensitive, Confidential or Classified Information**

Assess whether the information can be transmitted by other secure means before using email. Emailing confidential data without the use of encryption is strictly prohibited. Users should ensure that they have read and are aware of the school's data protection policy.

Where the conclusion is that your school email must be used to transmit such data, then exercise caution when sending the email and always follow these checks before releasing the email:

- Verify the details, including accurate email address, of any intended recipient of the information.
- Verify (preferably by phoning) the details of a requestor, if unknown, before responding to email requests for information.
- Do not copy or forward the email to any more recipients than is absolutely necessary.
- Do not send the information to any person whose details you have been unable to separately verify.
- Send the information as an encrypted/password protected document attached to an email. If you are unsure as to how to complete this, please speak to the network manager/IT technician.

- Provide the encryption key or password by a separate contact with the recipient(s) – preferably by telephone.
- Do not identify such information in the subject line of any email.
- Request confirmation of safe receipt.
- When sending an email containing personal or sensitive data, the name of the individual is not to be included in the subject line and the document containing the information must be encrypted.
- To provide additional security you need to put 'CONFIDENTIAL' in the subject line and as a header in the email and any attachments to the email.

### **9. Monitoring arrangements**

The Data Protection Officer is responsible for monitoring and reviewing this policy.

This policy will be reviewed and updated biennially or as required by changes in legislation.

### **10. Links with other policies**

This policy is linked to our Data Protection policy.