



E-Security Policy



Name of school	Northwick Park Multi Academy Trust
Policy review date	23rd May 2018
Date of next review	September 2019
Who reviewed this policy?	T Smith

Strategic and operational practices

At this school:

- The Head Teacher is the Senior Information Risk Officer (SIRO).
- Tracy Smith, Sarah Colquhoun, Elaine Rising and Sharon Rosher are the Data Protection Officer (DPO) with responsibility for data protection compliance. [
- Staff are clear who the key contact(s) for key school information are (the Information Asset Owners).
- 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 on our secure systems in each school appropriate to the employee's place of work

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 monitor school e-mails and online platforms, to ensure compliance with the Acceptable Use Agreement. As well as monitoring usage, we may also monitor content of e-mails etc.
- We follow Academy Trust's 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 and other secure systems every 90 days.
- 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 provided staff with encrypted USB sticks for the unavoidable need to take data home.

- School staff who set up usernames and passwords for e-mail, network access, and 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 termly 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 encrypted USB flash drives if any member of staff has to take any sensitive information off site.
- We use the DfE S2S site to securely transfer CTF pupil data files to DfE / other schools.
- 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. No back-up tapes leave the site on mobile devices.
- 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 or collected by a secure confidential waste disposal company.