



# Information Security Policy

## Introduction

As part of **Archbishop Runcie First School's** programme to comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA), it has a 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 UK 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 Archbishop Runcie First School employees, any authorised agents working on behalf of Archbishop Runcie First 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**

Archbishop Runcie First 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).

### *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 Headteacher 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. Where a PIN is used, the password will be changed every three months or whenever a member of staff leaves the organisation, whichever is sooner.

### *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 as prompted by Newcastle City Council and usernames will be suspended either when an individual is on long term absence or when an individual leaves employment of Archbishop Runcie First School.

### *Software and Systems Audit Logs*

Archbishop Runcie First School, alongside Newcastle City Council, will ensure that all major software and systems have inbuilt audit logs so that the School can ensure it can monitor which 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*

Archbishop Runcie First School does not allow employees to access 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 the School.

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 Archbishop Runcie First 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/Academy/Trust. 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 a member of the Senior Leadership Team.

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**

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

- Electronic key fob entry to school premises.
- Electronic key fob entry to school staff room and admin offices.
- Headteacher's Office remains locked when empty.

### *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*

Archbishop Runcie First 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 Business Manager 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 electronic proximity keys. Keys will be kept in a secure location and a log of any keys issued to staff maintained.

### *Visitor Control*

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

may be either in paper or electronic format. 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 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, Archbishop Runcie First 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 the School but the School will implement the following mitigating controls:

### *Back Ups*

Newcastle City Council will back up Archbishop Runcie First School electronic data and systems every **24 hours**. 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 Archbishop Runcie First School will be able to reinstate the data from the backup with minimal destruction.

### *Fire Doors*

Areas of the premises which contain paper records or core electronic equipment, such as server boxes, 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*

Archbishop Runcie First 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 Archbishop Runcie First School also protects against hazards to its IT network and electronic systems, through Newcastle City Council. 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.

Archbishop Runcie First School will implement the following systems security controls in order to mitigate risks to electronic systems:

### *Software Download Restrictions*

Employees must request authorisation from Newcastle City Council before downloading software on to Archbishop Runcie First School IT systems. Newcastle City Council will vet software to confirm its security certificate and ensure the software is not malicious. Newcastle City Council will retain a list of trusted software so that this can be downloaded on to individual desktops without disruption.

### *Phishing Emails*

In order to avoid Archbishop Runcie First School 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 Newcastle City Council if they are unsure about the validity of an email.

### *Firewalls and Anti-Virus Software*

Archbishop Runcie First School, supported by Newcastle City Council will ensure that the firewalls and anti-virus software is installed on electronic devices and routers. The School / NCC will update the firewalls and anti-virus software when updates are made available and when advised to do so by Newcastle City Council. The School will review its firewalls and anti-virus software on an annual basis and decide if they are still fit for purpose.

### *Cloud Computing*

#### *Shared Drives*

Archbishop Runcie First 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 Headteacher 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 Archbishop Runcie First 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, Archbishop Runcie First 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 Archbishop Runcie First 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*

Archbishop Runcie First School will only send personal data and special category data by email if using a secure email transmission portal. All .archbishop.newcastle.sch.uk email addresses are secure.

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 Archbishop Runcie First 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 Archbishop Runcie First School employees will utilise the Blind Copy (BCC) function.

## **Remote Working**

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

### *Lockable Storage*

If employees are working at home they will ensure that they have lockable storage to keep personal data and Archbishop Runcie First School equipment safe from loss or theft.

Employees must not keep personal data or Archbishop Runcie First School equipment unsupervised at home for extended periods of time (for example when the employee goes on holiday).

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 Archbishop Runcie First 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 Newcastle City Council.

### *Encrypted Devices and Email Accounts*

Employees will only use Archbishop Runcie First School issued encrypted devices to work on Personal Data. Employees will not use personal devices for accessing, storing, or creating personal data. This is because personal devices do not possess the same level of security as a School issued device.

Employees will not use Personal email accounts to access or transmit personal data. Employees must only use Archbishop Runcie First School issued, or Archbishop Runcie First School authorised, email accounts.

### *Data Removal and Return*

Employees will only take personal data away from Archbishop Runcie First 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 Archbishop Runcie First 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.

<b>Date</b>	<b>Reviewed/updated</b>	<b>Staff involved</b>
June 2022	New policy	RL/ Veritau