Information Governance Policy Framework King's Hill Primary

Keeping information about pupils, parents and employees safe and secure and using it to help improve the services we provide.

Authors: Nin Matharu
Paul Withers – School DPO
Sohila Bibi – Lead for Schools

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Contents

1.0 Policy Statement

This Policy Framework consists of an Information Governance Strategy and seven Policies. The Information Governance Strategy, Data Protection Act 2018 and the General Data Protection Regulations (GDPR) sets out the legal requirements, which schools are obliged to follow with regard to information governance and confirms the school's commitments to these requirements. It also recognises school pupils at the heart of its business and brings together recognition of new ways of working and developing services to better meet their needs. This Framework also establishes a culture of individual responsibility for information governance, informed and supported by awareness and training for employees, governors and others working for or on behalf of the school. This will enable all to understand the importance of information governance, know their responsibilities, and manage information appropriately.

This Policy Framework applies to all employees, governors and anyone else working for or on behalf of the school i.e. partners, contractors and agents.
Non-compliance with this Framework and the associated Polices could potentially expose the school and/or its customers to unacceptable risk. Section 8 Governance and Compliance details responsibilities and consequences for non-compliance applicable to all.

To this end, the school commits to:

- **Information Governance Management:** establishing and supporting robust operational and management accountability structures, with appropriate resources and expertise to ensure information governance issues are dealt with appropriately, effectively and at levels within the organisation commensurate with the type and gravity of the issue in question
- **Staff Empowerment:** embedding a culture of individual responsibility and capability across the council in relation to information management, protection and use as part of 'business as usual'
- **Training and Awareness:** implementing a system of training and awareness that meets government and contractual mandatory requirements, is role based, assessed and capable of equipping employees with the skills and knowledge necessary to do their jobs and respond to customer demand while complying with the Data Protection Regulations and Information Security requirements.
- **Systems and Processes:** establishing and maintaining information systems and processes to enable the efficient and secure storage and retrieval of information and the management of information risk
- **Policy and guidance:** developing and embedding, policies and guidance documents in relation to the respective areas of information governance that support employees to fully understand the standards, practices and responsibilities required within the information governance framework and to take appropriate action where necessary
- **Audit:** monitoring employee compliance with the Information Governance Policy Framework through regular audits and reports.

The Information Governance Policy Framework is addressed in three parts:

1. **Part 1: Information Risk & Security Policy** – including:
    - Confidentiality and Data Protection
    - Information sharing and processing
    - Data privacy and information security impact assessments
    - Information and cyber security

- Incident Management Policy (Data Breach)
- CCTV Policy

2. **Part 2: Information Rights Policy** – including:
    - Freedom of Information
    - The Data Subjects rights, under the General Data Protection Regulations 2016 (GDPR) and the UK Data Protection Act 2018 (DPA).

3. **Part 3: Records Management Policy** – including Information Quality Assurance.

These Policies are intended to ensure that there is a robust framework concerning the obtaining, recording, holding, using, sharing and destruction of all data and records held or used by the school and ensuring that relevant and accurate information is available where and when it is needed to improve service delivery to pupils and parents. It will also ensure that measures are in place to reduce the occurrence of breaches in information security.

This Policy Framework is owned by the Information Asset Owner (IAO) and all existing procedures relating to Information Management, Information Security, Access to Information and Records Management will now fall under this Framework

This Framework will seek to bring together all of the existing procedures, requirements, standards and best practices and review/update them as appropriate.

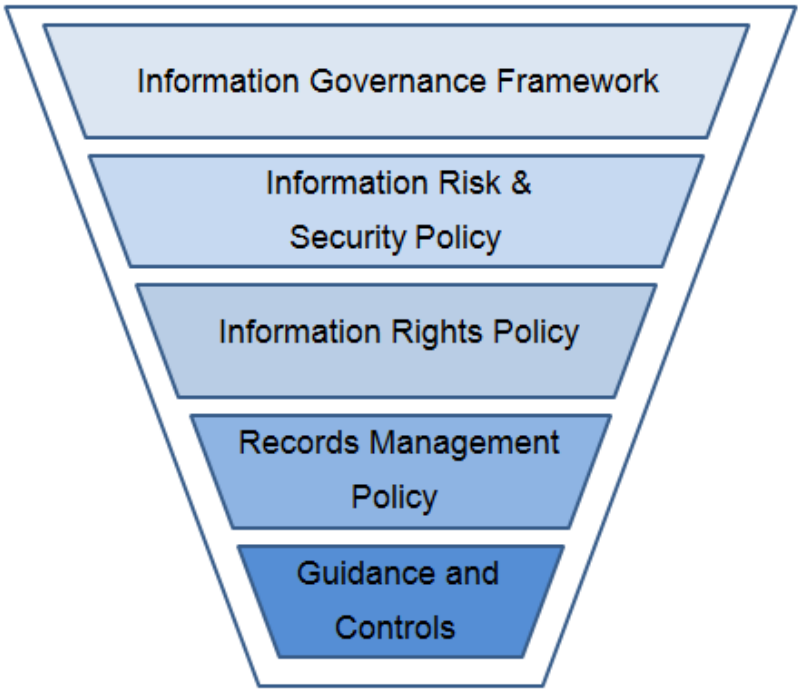


Fig 1: Information Governance Framework

2.0 Purpose

The Information Governance Policy Framework will underpin the school’s strategic goals and ensure that the information needed to support and deliver their implementation is reliably available, accurate and understandable.

Information within the school takes many forms including data stored on computers, transmitted across networks, presented on web pages, printed or written on paper, sent by fax, stored on tapes, CDs, DVDs or spoken verbally, directly or indirectly.

Information is a vital asset for the school, supporting both day-to-day operations and the effective management of services and resources. Information is also important in regard to improvements to service delivery and how the school is able to respond to changing customer needs and demands. Therefore, it is essential that all school information is managed effectively within a robust governance framework.

Successful application of this approach will lead to:

- Affective identification, management and or mitigation of information, risks, breaches and incidents.
- Appropriate and adequate processes and awareness to support the duty of confidentiality and compliance of the data protection regulations.
- Improvements in information handling and processing activities.
- Increased customer confidence in the school and its staff with regards to information collection and processing.
- Supported sharing of lessons learnt and best practice.

3.0 What is Information Governance?

"Information governance" describes the approach within which accountability, standards, policies and procedures are developed, implemented and maintained to ensure that all types of information used by the school are sourced, held and used appropriately, securely and legally.
Information governance ensures appropriate controls, responsibilities and actions for the security, confidentiality and protection of information is embedded into the schools business as usual and covers all information held by the school (for example – pupils, parents and employees, financial and corporate) and all "information systems" (assets) used to hold that information.

Systems may be purely paper-based or partially or totally electronic. The information concerned may be "owned by" or required for use by the school and hence may be internal or external.

As a provider of educational services, the school carries a responsibility for handling and protecting information of many types and categories. These types of information include personal data, commercially sensitive/confidential data and non–confidential/public data alongside business critical information.

Having accurate relevant information available at the time and place where it is needed, is critical in all areas of the school's business and plays a key part in corporate governance, strategic risk, service development and performance improvement and overall meeting the needs of our customers. It also supports the school's commitment to transparency and the Open Data agenda alongside the requirements for Privacy by Design (PbD).

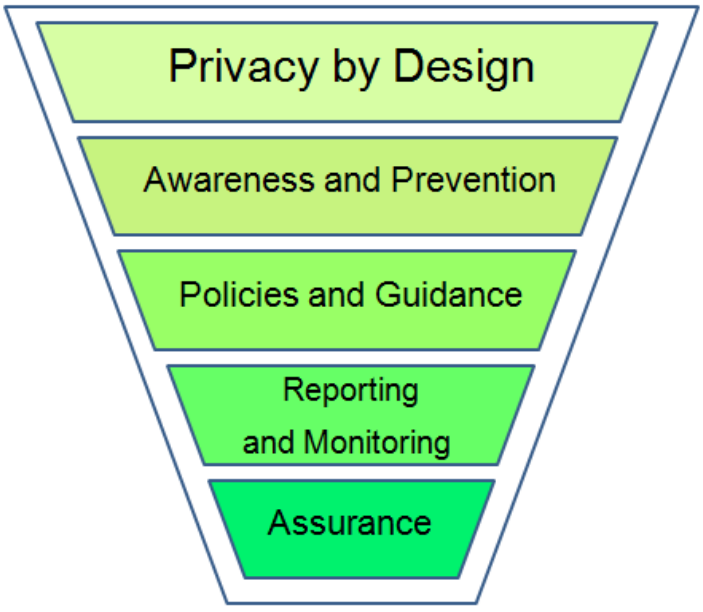


Fig 2: Privacy by Design Framework

Good Information governance will enable the school to meet national and legal requirements.

The school is obliged to abide by all relevant UK and European Union legislation. Appendix 1 contains a list of the some of the primary sources of legislation, standards and guidance, relating to information governance with which the school must comply.

4.0 Applying the Policy Framework

In adopting this Information Governance Policy Framework, the school recognises and supports:

- the principle that accurate, timely and relevant information is a legal requirement and essential to deliver high quality services and that it is the responsibility of anyone working for or on behalf of the school to ensure and promote the quality of information and to actively use information in decision-making processes
- the need for an appropriate balance between openness and confidentiality in the management and use of information
- that the principles of corporate governance and public accountability place equal importance on the confidentiality of, and the security arrangements to safeguard, both personal information about pupils, parents and employees and commercially sensitive information
- the need to share information with other organisations in a controlled and secure manner consistent with the interests of the customer and, in some circumstances, the public interest.

5.0 Delivery

Through implementing this Framework, the school will:

- establish robust information governance processes conforming to statutory requirements and national standards
- ensure that all practices and procedures relating to collection, processing and or sharing of personal, sensitive and school corporate information are legal and conform to best and/or recommended practices or standards
- ensure that clear advice is given to pupils and parents about how their personal information is recorded, handled, stored and shared by the school and its partners. The school will also provide them with guidance, to explain their rights, how their personal information is handled, how they can seek further information and how they can raise concerns.
- ensure appropriate levels of security are applied at all times, e.g. through the use of data protection impact assessments (DPIA – formerly known as PIA) and or information security assessments.
- provide clear advice and guidance to employees and ensure that they understand their responsibilities and apply the principles of information governance to their working practice in relation to protecting the confidentiality and security of personal information and appropriate handling and maintenance of school information assets
- maintain a clear reporting structure and ensure through management action and training that all individuals working for or on behalf of the school understand information governance requirements alongside the duties of confidentiality and data protection.
- undertake reviews and audits of how information is recorded, held and used. Management audits will be used to identify good practice and opportunities for improvement alongside the mitigation of identifiable risks.

- ensure procedures are reviewed to monitor their effectiveness so that improvements or deterioration in information handling standards can be recognised and addressed
- ensure that when service developments or modifications are undertaken, a review is undertaken of all aspects of information governance arrangements to ensure that they are robust and effective
- work to instil an information governance culture in the school through increasing awareness and providing training on the key issues
- ensure there are robust procedures for notifying and learning from information governance breaches and security incidents in line with the school's Information Risk and Security Policy, which forms part of this Framework
- ensure all employees undertake the appropriate level of Information Governance Awareness training for their role on an annual basis. The requirement of any further information risk and security or records management training will be subject to the role of the individual.

There are five interlinked principles, which guide the application of this Information Governance Policy Framework:

- Quality Assurance
- Legal Compliance
- Information Security
- Proactive use of information
- Openness and transparency

To ensure **Information Quality Assurance,** the school will:

- establish, maintain and promote policies and procedures for information quality assurance and the effective management of records
- undertake or commission assessments and audits of its information quality and records management arrangements
- ensure that key customer data is accurately recorded and maintained, including regular cross-checking against source data
- ensure that managers as Information Asset Owners (IAOs) are required to take ownership of, and seek to improve the quality of information within their services and that information quality is assured at the point of collection.
- Ensure that appropriate reports and records are maintained in line with the requirements to capture and assess processing activities.

To ensure **Legal Compliance,** the school will:

- regard all identifiable personal information relating to pupils, parents and employees as confidential except where national requirements on accountability and openness require otherwise
- establish and maintain policies or procedures to ensure compliance with relevant law and regulation including the GDPR and UK Data Protection Act, the Human Rights Act, the Common Law Duty of Confidentiality and all associated guidance
- establish and maintain policies or procedures for the controlled and appropriate sharing of information with other agencies, taking account of relevant legislation (e.g. Health and Social Care Act, Crime and Disorder Act, Protection of Children Act) or any other requirements for data sharing in accordance with national contracts and or public tasks.

To ensure that appropriate and legal compliant **Information Security** exists, the school will:

- establish and maintain an Information Risk & Security Policy along with respective procedures for effective policing and secure management of all its Information Assets, resources and IT systems
- undertake and/or commission assessments and audits of its information and IT security arrangements in-line with the said policy
- promote effective confidentiality and security practices to ensure all permanent/temporary, contracted employees and third party associates of the school adhere to this via appropriate laid down policy procedures, training and information awareness schemes/documentation
- establish and maintain appropriate policing, incident reporting procedures and monitoring and investigations of all instances, actual and/or potential, along with any reported breaches of confidentiality, security or the GDPR/UK Data Protection Principles.
- Identify and classify information to ensure that it is handled and shared appropriately.
- Ensure effective reports, processes and records are in place to provide information asset owners with the ability to identify risks and take actions.

To ensure **proactive use of information**, the school will:

- Ensure the school embeds and monitors data protection by design by proactively assessing changes to the way we create, use, store and or share information.
- Ensure systems are in place to recognise information assets and owners.
- Ensure systems and or processes are in place to recognise, identify and take action against information risks.
- ensure information systems hold the information required to support customer focused service delivery and operational management
- develop information systems and reporting processes which support effective performance management and monitoring
- develop information management awareness and training programmes to support managers in using information to manage and develop services
- ensure that, where appropriate and subject to confidentiality constraints, information is shared with other organisations in order to support improved service delivery.

To ensure **Openness,** the school will:

- ensure that non-confidential information about the school and its services is readily and easily available through a variety of media, in line with the school's FOI Publication Scheme
- implement policies to ensure compliance with the Freedom of Information Act and the Environmental Information Regulations
- ensure that customers have readily and easily available access to information relating to school services, and their rights as service users
- have clear procedures and arrangements for liaison with the press and broadcasting media, and customers.
- Ensure appropriate Privacy Notices are in place to capture the requirements of GDPR in providing data subjects with adequate and appropriate information over the way in which the school collects processes and shares information while ensuring the rights of individuals are clearly identified.

6.0 Information Governance Roles and Responsibilities

The Information Governance Structure in the school consists of the following:

Information Asset owner	Nin Matharu
Data Protection Officer	Paul Withers
Schools Lead	Sohila Bibi
Internal School lead	Jo Adams
Board of Governors	Mike Fox

7.0 Strategic Implementation

The school will monitor implementation of this Policy Framework through regular meetings with board of governors, which will involve:

- ensuring the development and review of policies and procedures required for information governance and having final approval of these documents.
- Ensuring appropriate resources are in place to achieve compliance of the regulatory requirements.
- Reporting on progress, incidents and issues to Board of Governors.

This Framework will be reviewed bi-annually or as required in response to any significant legislative changes, mandatory requirements, national guidance or as a result of significant information governance breaches or incidents and approved by the information Asset Owner and Board of Governors

The Information Asset Owner will be a key part of this process as they are the officer accountable for information assets across the school and are responsible for ensuring that appropriate information governance arrangements are in place locally and that national or legal requirements are met.

8.0 Governance and Compliance

Non-compliance with this Framework and relevant policies could potentially expose the school and/or its customers to risk. The potential impact of damage or loss of information includes disruption to services, risk to citizens, damage to reputation, legal action, personal distress, loss of confidence, or media coverage and may take considerable time and cost to recover.

8.1 Employees

All new employees will receive awareness training and guidance on information governance, which will include:

- Confidentiality
- Data Protection
- Information and Cyber Security
- Information Rights

All employees will be required to repeat their information governance awareness training annually between April and March.

Employees who do not comply with these policies/procedures may therefore be subject to disciplinary action, in line with the school's disciplinary procedures.

8.2 Board of Governors

All governors will also receive annual awareness training and guidance on information governance, which will include confidentiality, data protection, information security and cyber security alongside lessons learnt and proactive data security notices. Members' failure to comply with these policies/procedures will constitute a potential breach of the school's Code of Conduct.

8.3 Others Working on Behalf of the School

Any persons working for and on behalf of the School must undertake appropriate awareness training prior to gaining access to school held information or business critical data/systems. All managers are therefore responsible for ensuring that any person, agent, consultant, temporary or honorary member of staff must comply with national, legal and local information governance awareness and abide by the duties of confidentiality and data protection.

8.4 Responsibilities

The Head teacher shall have overall responsibility for managing and implementing the Framework and related policies and procedures on a day-to-day basis.

Managers are responsible for ensuring that their permanent and temporary employees and contractors have:-

- read and understood this Framework and the policies and procedures applicable in their work areas
- been made aware of their personal responsibilities and duties in relation to information governance
- been made aware of who to contact for further advice
- Received appropriate and up-to-date training relating to information governance.
- Abide by the school's Code of Conduct

Non-compliance with these policies/procedures may therefore be subject to disciplinary action, in line with the school's disciplinary procedures and or legal action if appropriate.

The following table identifies who within the school is Accountable, Responsible, Informed or Consulted with regards to this Framework. The following definitions apply:

- **Accountable** – the person who has ultimate accountability and authority for the Framework.
- **Responsible** – the person(s) responsible for developing and implementing and reviewing the Framework.

- **Consulted** – the person(s) or groups to be consulted when the Framework is reviewed and approved
- **Informed** – the person(s) or groups to be informed throughout the approval process.

Accountable	Senior Information Risk Owner
Responsible	Data Protection Officer
Consulted	Board of Governors
Informed	All individuals employed by the school either permanently, on a temporary basis or as a contractor, and partner organisations

Part 1: Information Risk and Security Policy

1.1 Policy Statement

Information is a vital asset to the school King's Hill Primary School is committed to preserving the confidentiality, integrity, and availability of our information assets:

- for sound decision making
- to deliver quality services
- to comply with the law
- to meet the expectations and demands of our parents, pupils and governors
- to protect our reputation as a professional and trustworthy organisation.

The purpose of the Information Risk & Security Policy is to protect the school's information, manage information risk and reduce it to an acceptable level, while facilitating appropriate use of information in supporting customer demand and normal business activity for the school and other organisations that it works with. Information must be accompanied by appropriate levels of security at all times. 'Appropriate' is a degree of precaution and security proportionate to the potential risk, information category and impact of loss or accidental disclosure.

The Information Risk and Security Policy will ensure an appropriate level of:

Confidentiality

To ensure the confidentiality of information is achieved, access to Information is controlled and monitored accordingly based on the data category requirements, roles of individuals and processing conditions. Information is only accessible by those who require it and only disclosed lawfully where appropriate controls and assessments have been undertaken. Systems and information assets must also ensure that appropriate levels of security are in place at all times to protect the confidentiality of the data held within.

Integrity

Information must be accurate and up to date in accordance with the Data Protection Act and Regulations under GDPR alongside the rights of the individuals with regards to rectification and erasure. All information assets and systems must be assessed regularly to ensure compliance of these requirements.

Availability

Networks, **s**ystems and information assets should always be available when required to those with a justified right to access. This relates to business continuity and systems resilience, which ensure that data remains available and secured

Anyone handling personal, sensitive or confidential information must take personal responsibility and make considered judgments in terms of how it is handled whilst delivering school services. If in any doubt members of staff and or systems users should always seek advice from the Head Teacher or the Data Protection Officer.

The Information Risk and Security Policy will also make sure that:

- the school establishes a culture of care and security for information.
- information is only obtained or shared when it is required
- information owned or processed by the school is protected against un-authorised access or disclosure
- ICT equipment is protected from accidental or malicious damage
- information security risks are properly identified, assessed, recorded and managed
- Information security incidents are reported and managed appropriately.
- appropriate safeguards are implemented to reduce security risks
- legal and regulatory requirements are understood and met
- guidance and training with regards to information security is available and up- to-date.

Compliance with this policy will be achieved by:

- ensuring that all individuals who work for or on behalf of the school are aware of and fully comply with the relevant legislation as described in this and other policies and procedures
    - Introducing a clear process for the recognition of data changes and the appropriate application and completing of data privacy impact and information security risk assessments.
    - Ensuring that any assessments identify appropriate measures for risk identification and reduction.
- introducing a consistent approach to security, ensuring that all individuals who work for or on behalf of the school fully understand their own responsibilities and have the appropriate tools to work with
- creating and maintaining a level of awareness of the need for information security as an integral part of day to day business
- reporting and investigating all breaches of information security, actual or suspected.

1.2 Scope

This policy applies to all individuals working for or on behalf of the school who use or have access to school information assets, computer equipment or other ICT facilities.

The policy applies throughout the lifecycle of the information from creation through to storage, use and transfer to retention and disposal. It applies to all information including, but not limited to:

- information stored electronically on databases or applications both on site or in the Cloud
- information stored on computers, PDAs, mobile phones, printers, or removable media such as hard disks, CD, memory sticks, tapes and other similar media
- information transmitted on networks or via the internet and or social media platforms
- information sent by email, fax or other communications method
- all paper records including information sent out by post
- microfiche, visual and photographic materials including slides and CCTV
- spoken, including face-to-face, voicemail and recorded conversation.

1.3 The Policy

1.3.1 Information Assets & Risk Management

All school information assets must be risk assessed and measures put in place to ensure each asset/system is secured to an appropriate level based on the measure of risk associated with it. This process will involve identifying threats and vulnerabilities (severity of impact and the likelihood of occurrence) at an individual asset level and the analysis and assessment of risks in order to make the best use of resources.

Information security risks must be recorded within a baseline risk register and action plans put in place to effectively manage those risks. The risk register and all associated actions must be reviewed at regular intervals. Any implemented information security arrangements shall also be regularly reviewed.

Overall responsibility for information security risk management will rest with the Head teacher but day to day management will rest with other members of the senior leadership team Nisha Patel, Steph Lawrence and Jo Adams

1.3.2 Information Asset Security & Confidentiality

Information risk and security management controls and procedures for all information assets will conform to the International Standard for Information Security ISO27001:2013 and the associated code of practice ISO27002:2013.

The security of all information assets must be considered at all stages of the asset lifecycle. The risks associated with handling, storing and sending information must be identified and mitigated, giving due regard to the Common Law Duty of Confidentiality. Processes for handling information assets must give regard to relevant statutory and regulatory requirements.

The school's ICT systems, processes and infrastructure will be designed and maintained to ensure that:

- Appropriate measures are in place to protect the school's information and systems from damage or loss due to malicious software such as viruses and or cyber-attacks.
- Information is available when required i.e. by ensuring that information and information systems are available to authorised users at point of need and appropriate business continuity and disaster recovery processes are in place and audited regularly for functionality.
- Robust password and access control regimes are in place and maintained.

- Managers are aware of their responsibilities with regards to authorizing and monitoring systems access.

Where equipment and devices are no longer required the ICT team LA ICT will ensure that devices are appropriately cleansed for reissue or destroyed in accordance with the internal processes requirements and national standards.

Equipment will not be reallocated or reissued without appropriate data cleansing in line with the government standards such as IS5 (information security standard).

External or third party systems: In addition to the above, line managers must also ensure that they follow any password and or security controls applied by third parties and that appropriate agreements or controls are in place to ensure secure access to information being shared with the school and utilized within the network.

1.3.3 Access Controls

Individuals given access to school information assets should only access systems that they have authority for. Under the Computer Misuse Act (1990) it is a criminal offence to attempt to gain access to computer information and systems without authority to do so. Un-authorised access to information systems or information contained within a system will also be recognized as serious breach of confidentiality under the data protection regulations.

Systems access:
Formal procedures are used to control access to IT systems. Most systems employ role based access controls (RBAC) where access is granted based on a user's role and justified requirements.

Least privilege basis access (users are only granted access to parts of the network, systems or applications that their job role requires). In some cases this may result in view only access being granted unless otherwise justified and authorised.

For access to be granted, an authorised manager must contact ICT by email or using the work request process stating the access level required.

Leaving or moving:
When individuals leave the school or move to another team it is their manager's responsibility to ensure that access is amended or accounts are disabled/deactivated. User access rights will be reviewed, monitored and audited on a regular basis (at least annually).

Password Management:
Passwords must be changed when prompted and strong passwords should be used e.g. 15 characters including at least one capital letter one lower case letter and a special character (!£$%&*). Passwords must not be written down or shared with anyone else. A short memorable phrase can be used to aid memory.

Third Party Systems Access:
Third parties requiring access to school systems for maintenance and support must sign a 3rd party access agreement before access is granted or be supervised on site by a member of ICT staff.

1.3.4 Equipment Security

To mitigate the risks of loss, damage, theft or compromise of equipment and to protect equipment from environmental threats and hazards, and opportunities for un-authorised access:

- equipment in the school's data centre – server room will be protected from disruptions caused by failures in supporting services e.g. power failure, air conditioning failure
- all equipment will be correctly maintained to ensure correct (specified) operation and uptime
- security settings and software must not be altered without prior permission from ICT.
- Regular patches and software updates are applied in line with the ICT patch process. These ensure the school is operating its network and systems using the latest safeguards and security controls.

1.3.5 Mobile Working

Mobile working is permitted and is subject to prior approval and the following precautions must be adhered to:

- always ensure devices or information are protected appropriately in accordance with this Policy and Framework.
- always work in an appropriate environment that ensures the confidentiality and security of any information being accessed.
- never install or use unapproved software or memory devices.
- never leave mobile devices in open areas, unattended vehicles or unsecure locations.
- never provide access to un-authorised or unapproved persons.
- never remove the security or access controls applied to school devices
- never store passwords with devices.
- ensure devices are charged regularly and logged on and connected to the school network at least once a month for a period of at least two hours so that appropriate patches and security updates can be applied.
- report any loss or theft of mobile devices immediately to your direct manager and to Nin Matharu, Head Teacher

1.3.6 Timeout Procedures

Inactive computers are set to time out after a pre-set period of inactivity. The time-out facility will clear and lock the screen.

Users must lock their computers, if leaving them unattended using the Ctrl/Alt/Delete or Windows and L keys. (see image below)

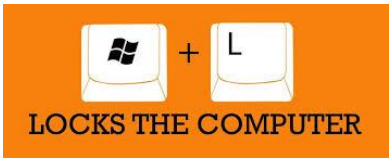


Fig 3: Quick lock Option

1.3.7 Use of Removable Media

It is the school's policy to prohibit the use of all un-authorised removable media devices including USB sticks. The use of removable media devices will only be approved if a valid business case for its use is provided.

The school issues approved encrypted USB memory sticks for the transfer of school data (including Sensitive and Person Identifiable Data). The process for obtaining a USB stick and the associated Procedure for the Use of Removable Media can be found with Jo Adams, School Business Manager

1.3.8 Information Classification

All confidential information within the school will be identified. [

This will ensure that information is given the appropriate level of protection when it is processed. Classification may change at any point in the information lifecycle e.g. a document may have a different classification when it is created to when it is approved and available for circulation. Information that is not classified will assume the lowest classification of 'Not Protectively Marked'.

1.3.9 Posting, emailing, faxing and printing information

When sending information either inside or outside the school the appropriate method of transmission must be used according to the confidentiality or sensitivity of the information and the classification it has been given.
The risk of harm or distress that could be caused to the individual(s) that the information relates to if it were lost or sent to the wrong recipient should be considered when making the decision on the most appropriate method of transmission.

It is important that only the minimum amount of information required is sent, by whichever method is chosen.

When sending information by email the sender must:

- carefully check the recipient's email address before pressing send – this is particularly important where the recipient fields are automatically populated by the system
- take care when using the 'reply to all function – are all the recipients known and do they all need to receive the information being sent
- ensure that personal, sensitive or confidential information is not included in the subject field or body of an email. If sensitive information has to be sent via unsecure email, password protected attachments must be used. A different transfer method must also be used to communicate the password e.g. telephone call, separate email or text
- secure email must always be used for sending personal, sensitive or confidential information if it is available
- the use of personal or home email addresses for school business is strictly prohibited.
- when using email to communicate with other public sector network partners such as health, police or local authorities always use the approved secure email system (e.g. gcsx, gsi, cjsm etc), especially when sharing personal, confidential, sensitive information.

When sending information by post the sender must:

- ensure that the name and address details are correct – window envelopes should be used whenever possible to avoid errors in transcribing details

- ensure that only the relevant information is in the envelope i.e. the information is adequate, relevant and not excessive.
- that envelopes containing personal, sensitive or confidential information are marked 'private and confidential – addressee only'
- that a return address is added/printed on the back of the envelope

When sending information by fax the sender must:

- telephone ahead to advise the fax is being sent and ask for confirmation of receipt
- check the fax number is correct and dial carefully
- attach a cover sheet to the fax indicating who it is for, the fax number it has been sent to, the contact details of the sender, the date and number of pages (including the cover sheet) in the document
- if the information is particularly sensitive (and it cannot be sent by a more secure method) consider sending a test fax to ensure it reaches the correct recipient

When printing or photocopying information always ensure that:

- secure printers are used wherever possible
- if unsecure printers are to be used, only ever print the minimum required.
- prints are always collected immediately
- check the document to ensure you have collected every print out
- ensure the printer has enough paper to complete your print
- ensure multiple documents are separated accordingly to avoid misfiling

1.3.10 Physical and Environmental Security

Depending upon the function and the nature of use, offices where information is held will be equipped with appropriate security controls e.g. CCTV, entry controls etc. Public areas, deliveries etc. will be isolated from information processing areas.

Offices that deal with personal and/or sensitive information will have entry controls and lockable storage facilities.

ID cards, keys and other entry devices must be returned when access is no longer required.

All visitors must have official identification passes issued by the school. If temporary access to systems is given a 3rd party access agreement must be signed and access must be disabled when the visitor leaves. Visitors should not be afforded opportunity to view computer screens or printed documents without authorisation.

Strangers in office areas without an ID badge should be challenged or reported. Tailgating is not permitted.

Anyone handling personal, sensitive or confidential information is required to clear paperwork from their working area when leaving it for any length of time and always at the end of each working day Paperwork should be locked away securely.

1.3.11 Equipment and Data Disposal

If a device has ever been used to process school data, action must be taken to ensure data is irrevocably removed as part of the disposal process. All equipment that is past its useful life must be returned to ICT for disposal. The school has a documented procedure for the disposal of equipment.

1.3.12 Intellectual Property Rights

All users must ensure that only licensed software issued or approved by ICT/Headteacher is installed on school equipment. The loading and use of unlicensed software on school computing equipment is not permitted. All users must comply with the Copyright, Designs and Patents Act (1988). This states that it is illegal to copy and use software without the copyright owner's consent or the appropriate license to prove the software was legally acquired. The school monitors the installation and use of software. Any breaches of software copyright may result in personal litigation by the software author or distributor and may be the basis for disciplinary action under the school's disciplinary procedures.

1.3.13 Systems development, planning and procurement

All system developments must comply with the school's ICT Strategy. Security and risk management issues must be considered and documented during the requirements and procurement phases of all procurements and developments which affect data relating to school activity, school customers, partners, employees or suppliers.

Privacy by design is an approach that promotes privacy and data protection compliance from the start. The General Data Protection Regulations (GDPR) has introduced a legal requirement for Data Protection Impact Assessments and privacy by design in certain circumstances.

The school will, therefore, ensure that privacy and data protection is a key consideration in the early stages of any project, and then throughout the project lifecycle. Projects would include (but not limited to):

- A new IT system
- A new data sharing initiative
- A proposal to identify people in a particular group or demographic
- Using existing data for a new or more intrusive purpose
- Introduction of a new CCTV system or the application of new technology to an existing system

IT systems are checked both internally and by external accredited suppliers on a regular basis for security and technical compliance with relevant security implementation standards including:

- Public Services Network connection
- Payment Card Industry Data Security Standard (PCI/DSS)

1.3.14 Data Changes

In order to gain assurance that information is handled securely, legally and in line with any legislation or IG requirements the inclusion of Information Governance and Privacy must be taken into account at the beginning of new projects or processes that affect the way in which information is handled.

Staff must not purchase new systems, mobile technology devices, and external services or implement process changes that involve the use, creation, storage and or sharing of personal, sensitive or confidential data without first obtaining approval from the Headteacher.

Depending on the information you provide the Headteacher may ask you to complete:

- Information Security Assessment (ISA)
- Data Protection Impact Assessment (DPIA)
- Site or Premises Assessment form

Where data processing is involved it may also be necessary to ensure that IG or DPA (Data Protection Act) clauses are included in contracts and or sharing, processing agreements.

The Headteacher Nin Matharu undertake assessments to provide assurance that all personal/confidential information is secure in accordance with the GDPR, DPA and DSP Toolkit requirements.

Next Steps:
Please make sure you consider the following points before ordering, buying or making changes to the way in which data is held or collected within the School:

- Is this something that includes the storage or use of service user/staff information?
- Are you changing a process, contract or Service Level Agreement (SLA) that involves service user/staff information?
- Are you purchasing something that will be used for the processing of service user/staff information?
- Are you purchasing something that will be used for the processing of business information?
- Is a third party organisation going to be processing any personal or special category (sensitive) data on your behalf?
- Have you contacted the Headteacher/Data Protection Officer to make them aware of your project?

If you have answered yes to any of the above questions, then you will need to obtain approval from the Headteacher.

1.3.15 Cyber Security

Cyber security and cybercrime are persistent threats that, if left unchecked, could disrupt the day to day operations of the school. In the event of a successful attack this may also result in loss of data, potential for monetary penalties and additional replacement systems or equipment costs to rectify any data losses or disclosures and or systems functionality.

Technical advances create opportunities for greater efficiency and effectiveness. These include more engaging and efficient digital services, new ways to work remotely and to store and transfer data, such as mobile devices and cloud services.

Foreign states, criminals, hackers, insiders and terrorists all pose different kinds of threats. They may try to compromise public sector networks to meet various objectives that include:

- financial gain
- attracting publicity for a political cause

- controlling computer infrastructure to support other nefarious activity
- disrupting or destroying computer infrastructure stealing sensitive information to gain economic, diplomatic or military advantage

School employees can also be targets for criminal activity.

As with most schools, Kings Hill Primary School relies heavily on access to the internet and to information held in its systems. There are several IT systems/services that have an internet presence e.g. the school website or the ability to work from home and there are several different ways gain access to information e.g. Wi-Fi, physical networking, mobile phones, tablets etc. All can present threats to cyber security. It is widely acknowledged that it is not currently possible to keep out all attacks all of the time, but the school employs a range of tools and good practice to minimise the risk to its information and systems.

The school has clear procedures and guidance on Information Security, which provide information on a range of areas including:

- Reporting of security incidents
- Use and security of emails
- Use of the internet
- Mobile phone usage
- Removable Media
- Sharing and disclosing information

The school implements security controls and good practice to enable it to achieve compliance with Public Services Network (PSN), Payment Card Industry Data Security Standards (PCI DSS) and the NHS DSP Toolkit. All of these require the council to ensure that systems are security patched and that the school has regular penetration tests of its network/systems that are performed by a third party.

1.3.16 Information Sharing

This policy supports effective and appropriate information sharing across the school and with partner organisations as part of overall service improvement. Sharing of information with partners is subject to appropriate information sharing/processing agreements and the requirements of the GDPR and Data Protection Act. Information sharing with other external organisations should also be supported by a purpose specific information sharing/processing agreement. All agreements should be made in consultation with the Head Teacher and Board of Governors.

1.3.17 Breach Management

The school's Procedure for Reporting and Managing Data Breaches must be followed wherever there is any un-authorised or unlawful disclosure, loss, damage or destruction to personal or confidential information. Anyone granted access to school information is responsible for reporting any actual or suspected breach as soon as it is discovered and must be aware of the procedure and the reporting requirements.

1.3.18 Business Continuity Planning

All systems and information assets will have threats and vulnerabilities assessed by system owners to determine how critical they are to the school. The school's business continuity planning process will include consideration of information security gained

from the information asset and risk register.

1.3.19 Contracts

If contracts involve exchange of personal or sensitive data a DPIA must be completed and approved and if services are hosted elsewhere a Technical Assessment must also be completed and approved as part of the procurement process.

Prior to award of a contract a Data Processor Agreement or Contract must be implemented and signed by any 3rd party handling personal information on behalf of the school providing assurance that they comply with the GDPR and the Data Protection Act requirements if processing relate to personal or special category (sensitive) data.

All new contractual arrangements with suppliers of goods or services to the school will contain confirmation that the suppliers comply with all appropriate information security policies and procedures in accordance with the guidance on contractual clauses as provided by the Information Commissioners Office.

1.3.20 Contracts of Employment

Information security expectations of employees shall be included within job descriptions and person specifications where appropriate.

Pre-employment checks will be carried out in accordance with relevant laws and regulations and proportional to access to information and business requirements this may involve requirements for BPSS/DBS checks.

Employee security requirements shall be addressed at the recruitment stage and all contracts of employment shall contain a confidentiality clause.

Annual information governance training is a national legal requirement that the school must comply with.

1.3.21 Personal Use

Personal use of school ICT equipment is permitted providing that it is in line with the provisions of the Email and Internet Usage Procedure/Staff Acceptable Use Policy and other procedures relating to the use of school devices.

1.3.22 Social Networking and Media Platforms

In order for the school to improve its accessibility and visibility on social media sources, a policy and supporting guidance is required to ensure that any regulatory or professional, legal requirements are fully understood and met.

This policy provides staff with clear guidelines on:

- acceptable use of social media linked to their employment
- acceptable use of social media for the purpose of school business
- being mindful of any content they share on such platforms
- maintaining appropriate standards of confidentiality
- maintaining and protecting professional boundaries with service users

The use of social media for and in private are not covered within this policy as all staff must follow professional codes of conduct, employment contracts and school policies at all times.

School employees will not use or maintain a social networking site that contains:

- Personal identifiable information of school service users and/or their relatives
- Personal identifiable information of other school employees in relation to their employment, including judgements of their performance and character
- Photographs of other school employees or service users taken for the purpose of social networking without full and explicit consent in line with the consent guidance.
- Statements that bring the school, its services, its staff or contractors into disrepute
- School confidential or business information must not be loaded onto a private or business social networking site without the appropriate senior managerial sign off and without compliance of the School publication scheme.
- Employees must examine carefully any email or message coming from social networking sites or contacts, as these may be unreliable, contain malicious codes, be spoofed to look authentic, or may be a phishing email
- Employees should not conduct themselves in ways that are detrimental to the school.
- Employees should take care not to allow their interaction on these websites or platforms to damage working relationships between members of staff and service users.

Information security is implemented to protect and provide adequate security levels for information containing personal, sensitive and or confidential information relating to an individual or the business. It is vital that Social Networking forms part of this policy and supports this policy in order to protect the organisation, its staff and ensure that at all times the school is fully compliant with any Data Protection Regulations or legal requirements.

There are 3 main elements for the use of social media sites within school services or functions:

Permission:

- Teachers and managers must gain approval from the Head Teacher for the creation and or use of social media sites and outlets.
- Un-authorised use of social media to promote the school is a breach of these policies and will be managed in line with school disciplinary proceedings and potential dismissal or suspension.

Integrity

- Ensuring that information is accurate and can be modified by authorised persons only
- Staff must follow policies for the use of a social network, site or any external web application.

Accountability

- The Head Teacher and senior leadership team are responsible for ensuring that those using social media to support services as part of a business function, comply at all times with the required and appropriate policies, procedures and codes.

This will ensure that the school complies with legislation and standards relating to the use of social media, including the Computer Misuse Act, ISO27001 (International Standards for Information Security) and the Confidentiality Code of Practice: Information

Part 2: Data Protection Policy

2.1 Policy Statement

King's Hill Primary collects and uses personal information about staff, pupils, parents and other individuals who come into contact with the school. This information is gathered in order to enable it to provide education and other associated functions. In addition, there may be a legal requirement to collect and use information to ensure that the school complies with its statutory obligations.

Schools have a duty to be registered, as Data Controllers, with the Information Commissioner's Office (ICO) detailing the information held and its use. These details are then available on the ICO's website. Schools also have a duty to issue a Privacy Notice to all pupils/parents, which summarises the information held on living individuals, why it is held and the other parties to whom it may be passed on.

The members of staff responsible for data protection are Nin Matharu, Head Teacher and Jo Adams, School Business Manager. However all staff must treat all information in a confidential manner and follow the guidelines as set out in this document. The Data Protection officer (DPO) for the schools is:

Paul Withers, Resources & Transformation, Civic Centre 3rd Floor (HR Suite), Walsall Council, Darwall Street, Walsall, WS1 1TP.
Email Address: Informationmgmt@walsall.gov.uk
Contact Telephone Number: 01922 650970

The school is also committed to ensuring that its staff are aware of data protection policies, legal requirements and adequate training is provided to them. The requirements of this policy are mandatory for all staff employed by the school, any third party contracted to provide services as well as Governors and volunteers working in the school.

2.2 Scope

This policy is intended to ensure that personal information is dealt with correctly and securely and in accordance with the Data Protection Act 2018, General Data Protection Regulations (GDPR) 2016, and other related legislation. It will apply the requirements to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically.
All staff involved with the collection, processing and disclosure of personal data will be aware of their duties and responsibilities by adhering to these guidelines.

3.3 What is Personal Information?

Personal information or data is defined as data which relates to a living individual who can be identified from that data, or other information held.

2.4 Data Protection Principles

King's Hill Primary will collect and process personal data in compliance with the data protection principles under Article 5 of the GDPR. This means personal data shall be:

- **Processed lawfully, fairly and in a transparent manner** – *we evidence and explain what is being collected, why is it being collected, and how will it be used, who will it be shared with. We do this through the school privacy notice.*

- **Collected for specific, explicit and legitimate purposes** – *we will collect data for a legitimate purpose only.*
- **Adequate, relevant and limited** – *we will only collect what is needed and nothing more*

- **Accurate and kept up-to-date** – *We will ensure data is accurate and is kept up-to-date*

- **Storage Limitation** – *We will only keep data for as long as is necessary and in accordance with relevant legislation. How we do this can be found on the school retention policy*

- **Security of information processed** – *the school will protect against un-authorised or unlawful processing and against accidental loss, destruction or damage.*

King's Hill Primary also recognizes the rights of individuals in respect of information the school holds about them. Any requests to recognize these rights will be fully considered and evaluated so that the individual can be informed whether they can/cannot exercise the rights under their particular circumstances. These rights are:

- Right to be **Informed** – *about how their data is being used*

- Right of **Access** – *to be able to access their data*

- Right to **Rectification –** *right to correct information about them that is incorrect*

- Right to **Erasure** – *to have their data erased when they no longer want it to be used*

- Right to **Restrict Processing** – *to restrict how their data is used*

- Right to **Data Portability** – *to move their data from one organisation to another*

- Right to **Object** – *to object to their data being used at all*

- Right to not to be subject to **Automated Decision making, including Profiling** – *sole automated decision making (where there is no human involvement) and profiling are restricted under the GDPR. The restriction can be lifted under three circumstances; (1) For a contractual basis; (2) For a legal basis; (3) based on individual's explicit consent.*

2.5 Privacy Notice

We shall be transparent about the intended processing of data and communicate these intentions via notification to staff, parents and pupils prior to the processing of individual's data.

Notifications shall be in accordance with ICO guidance and, where relevant, be written in a form understandable by those defined as 'Children' under the legislation.
There may be circumstances where the school is required either by law or in the best interests of our students or staff to pass information onto external authorities, for example local authorities, Ofsted, Department of Education or the department of health. These authorities are up to date with data protection law and have their own policies relating to the protection of any data that they receive or collect. The intention to share data relating to individuals to an organisation outside of our school shall be clearly defined within notifications and details of the basis for sharing given. Data will be shared with external parties in circumstances where it is a legal requirement to provide such information.
Any proposed change to the processing of individual's data shall first be notified to them. Under no circumstances will the school disclose information or data:

- that would cause serious harm to the child or anyone else's physical or mental health or condition
- indicating that the child is or has been subject to child abuse or may be at risk of it, where the disclosure would not be in the best interests of the child
- that would allow another person to be identified or identifies another person as the source, unless the person is an employee of the school or a local authority or has given consent, or it is reasonable in the circumstances to disclose the information without consent. The exemption from disclosure does not apply if the information can be edited so that the person's name or identifying details are removed

For full details of our privacy notice please click on the following link;

https://primarysite-prod-sorted.s3.amazonaws.com/kings-hill-primary-school/UploadedDocument/2155f492965d4fc5b686869e1edb6837/privacy-notice-v3-2021.docx.pdf

2.6 Data Security

In order to assure the protection of all data being processed and make informed decisions on processing activities, we shall undertake an assessment of the associated risks of proposed processing and equally the impact on an individual's privacy in holding data related to them. Risk and impact assessments shall be conducted in accordance with guidance given by the ICO. Security of data shall be achieved through the implementation of proportionate physical and technical measures. Nominated staff shall be responsible for the effectiveness of the controls implemented and reporting of their performance. The security arrangements of any organisation with which data is shared shall also be considered and where required these organisations shall provide evidence of the competence in the security of shared data.

2.7 Objections to Processing

Individuals have the right to request that the processing of information about them be restricted or ceased if they believe the information to be inaccurate or being held unnecessarily. The school must investigate any such request and rectify if necessary. The Data Subject should be informed before any restriction is lifted.

2.8 Sharing Personal Data with Third Parties

Personal data about pupils will not be disclosed to third parties without the consent of the child's parent or carer, unless it is obliged by law or in the best interest of the child. Data may be disclosed to the following third parties without consent:

- **Other schools**

If a pupil transfers from King's Hill Primary to another school, their academic records and other data that relates to their health and welfare will be forwarded onto the new school. This will support a smooth transition from one school to the next and ensure that the child is provided for as is necessary. It will aid continuation which should ensure that there is minimal impact on the child's academic progress as a result of the move.

- **Examination authorities**
  This may be for registration purposes, to allow the pupils at our school to sit examinations set by external exam bodies.
- **Health authorities**
  As obliged under health legislation, the school may pass on information regarding the health of children in the school to monitor and avoid the spread of contagious diseases in the interest of public health.
- **Police and courts**
  If a situation arises where a criminal investigation is being carried out we may have to forward information on to the police to aid their investigation. We will pass information onto courts as and when it is ordered.
- **Social workers and support agencies**
  In order to protect or maintain the welfare of our pupils, and in cases of child abuse, it may be necessary to pass personal data on to social workers or support agencies.

- **Educational division**
  Schools may be required to pass data on in order to help the government to monitor the national educational system and enforce laws relating to education.

Subject access requests should be made in writing to Nin Matharu, Head Teacher, King's Hill Primary, Old Park Road, Wednesbury, WS10 9JG. Alternatively you can complete a subject access request form. This can be found at https://www.kings-hill.walsall.sch.uk/general-data-protection-regulation-gdpr/

2.9 Photographs and Video

Images of staff and pupils may be captured at appropriate times and as part of educational activities for use in school only.
Unless prior consent from parents/pupils/staff has been given, the school shall not utilise such images for publication or communication to external sources.
It is the school's policy that external parties may not capture images of staff or pupils during such activities without prior consent. Parents are allowed to take photos of their child during such activities if it is only for their personal use. Where the image of another child is captured in the photo, it is prohibited for parents to make these public or post on social media.

Part 3: Confidentiality Policy

3.1 Policy Statement

King's Hill Primary understands that the safety, wellbeing and protection of pupils is of paramount importance. With this in mind, all pupils must be able to expect certain levels of trust when sharing personal information with school staff.

Pupils need to know that they can seek help from the school in a safe and confidential manner. This policy guides school staff and visitors on the policy and procedures surrounding confidentiality. Staff members adopt a supportive and accepting attitude towards pupils as part of their general responsibility for pastoral care. It is our hope that pupils and parents/carers feel free to discuss any concerns and worries they have, that may affect educational progress with members of the school team.

3.2 Scope

The Pupil Confidentiality Policy aims to:

- Promote a supportive and accepting ethos within the school.
- Safeguard the well - being of pupils
- Build trust between pupils and staff
- Empower pupils to exercise control over their situation and voice their concerns
- Prevent the school dealing with each disclosure in isolation

3.3 Legal Framework

This policy has due regard to legislation, including, but not limited to, the following:

- The Education Act 2011
- The Data Protection Act 2018
- The Human Rights Act 1998
- The Freedom of Information Act 2000

This policy will be implemented in conjunction with the following school policies:

- Data Protection Policy
- Child Protection and Safeguarding Policy
- Anti-Bullying Policy
- Whistleblowing Policy

3.4 Definitions

For the purpose of this policy, 'confidentiality' is an understanding that any information shared with someone in trust will only be passed on to a third party with the prior agreement of the person disclosing it.

For the purpose of this policy, 'disclosure' is the sharing of any private information, but which is not solely in relation to child protection issues. Disclosure of the contents of a conversation may be discussed with professional colleagues, but the confider is not identified except in pre-determined circumstances.
The Designated Safeguarding Lead is a designated staff member responsible for ensuring the school's Child Protection and Safeguarding Policy is implemented by the entire school community, which ensures the wellbeing and protection of pupils.

At King's Hill Primary the Headteacher is the designated Safeguarding Lead but there are a number of Designated Deputy Safeguarding Leads across school, Nisha Patel and Louise Mayne.

3.5 Policy Application

This policy deals with personal information that may be divulged during the course of a school day. It is not meant to deal with certain extreme situations where there is an urgent need for the disclosure of information to relevant bodies. In extreme situations, such as medical emergencies, staff members will pass on information as necessary for the wellbeing of the pupil.

All information about an individual pupil is private and will only be shared with staff members who have a legitimate need to know. All data is processed and held in line with the school's Data Protection Policy.

The designated Safeguarding Lead is responsible for referring the pupil's confidential information to multi-agency support services. Staff members may not make pass on confidential information unless they believe a child protection referral to the police or social services is necessary and the Designated Safeguarding Lead does not agree.

3.6 Limits of Confidentiality

In practice, there are few situations where absolute confidentiality can be offered. The school aims to strike a balance between confidentiality and trust, and ensuring the safety, wellbeing and protection of its pupils. In almost all cases of disclosure, limited confidentiality is on offer. The professional judgement of a teacher, counsellor or health professional is vital when considering whether to inform a pupil that a disclosure may be made in confidence, and whether such confidence could remain having heard the information.

3.7 Classroom Confidentiality

It is made clear to pupils that the classroom is not a place to disclose confidential, personal information. Pupils are made aware that a staff member is always available to talk to them in private when needed. If a visitor to the classroom is contributing to the lesson, they will work within the same boundaries of confidentiality as the teacher.

3.8 One to One Disclosures

Staff members will make it clear to pupils that they may have to pass on some information if they believe the pupil is at risk. When concerns for a pupil come to the attention of staff, e.g. through observation of behaviour, injuries or disclosure (however insignificant these might appear), the member of staff always discusses the issue with the Designated Safeguarding Lead as soon as possible.

In accordance with the school's Child Protection and Safeguarding Policy, more serious concerns, such as those involving potential abuse, are immediately reported to ensure that any intervention necessary to protect the pupil is accessed as early as possible.

3.9 Disclosures to Health Professionals

Health professionals, such as the school nurse, may give confidential information to pupils, provided the information is in regards to the pupil's wellbeing, and they are competent to do so and follow the correct procedures. The school nurse is skilled in discussing issues and possible actions with young people. On a need-to-know basis, the school nurse may share information with appropriate staff in to enable improved support for pupils.

3.10 Breaking Confidentiality

When confidentiality must be broken because a pupil may be at risk of harm, in accordance with our Child Protection and Safeguarding Policy, the school will ensure the following:

- Pupils are told when the information has been passed on
- Pupils are kept informed about what will be done with the information
- To alleviate their fears about everyone knowing, pupils are told exactly who their information has been passed on to

The head teacher as Designated Safeguarding Lead is to be informed of any child protection concerns. Staff members are contractually obliged to immediately inform the head teacher.
Staff members are not obliged to inform the police on most matters relating to illegal activity, such as illegal drugs or assaults; instead, these are assessed on a case-by-case basis with the support of the senior leadership team.
Staff members are not permitted to pass on personal information about pupils indiscriminately.

3.11 Guidance for Teaching Staff

The safety and protection of the pupil is the paramount consideration in all confidentiality decisions. Staff members are not obliged to break confidentiality unless there is a child protection concern. Staff members are encouraged to share their concerns about pupils in a professional and supportive way. In extreme cases, staff in breach of this policy may face disciplinary action, if it is deemed that confidential information was passed on to a third party without reasonable cause.

The following principles are adhered to when supporting pupils:

- Personal matters are discussed in an appropriate time and place
- Pupils with concerns are spoken to in confidence as soon as possible
- Where there are child protection concerns, the pupil is always spoken to in confidence before the end of the school day
- Pupils are told, prior to disclosures, that a staff member cannot guarantee confidentiality if they think a pupil is being hurt by others, hurt themselves, or hurt someone else
- Pupils are not interrogated or asked leading questions
- Pupils are not placed in the position of having to repeat the disclosure to several people
- Pupils will be informed before any information is shared
- Where appropriate, pupils are told to confide in their parents/carers

Staff members may find themselves dealing with highly personal issues and potentially upsetting disclosures. With this mind, staff members are encouraged to seek help from the Designated Safeguarding Lead or Deputy Safeguarding Leads if they are unsure about how to respond to a situation. The school has access to several external agencies that specialise in providing advice and support

3.12 External Visitors

All external visitors are made aware of the Confidentiality Policy and work within its limits when interacting with pupils. Healthcare professionals work within their codes of confidentiality when delivering their services within the school.

3.13 Informing Parents/Carers

The school works with parents/carers to create a partnership of trust. It endeavours to inform parents/carers of their child's progress and behaviour. When a pupil discusses a personal matter with a staff member, they are encouraged to share the information with their parents/carers, unless there is an identifiable child protection risk associated.
Where a staff member believes a child protection risk is posed in regards to the family of the pupil, following a disclosure, the staff member will immediately contact the Designated Safeguarding Lead and local safeguarding officer.

3.14 Dissemination

All parents/carers are made aware of the school's Pupil Confidentiality Policy and are informed that a copy can be viewed at the school office and on the school website. Parents/carers are made aware that the school cannot offer complete confidentiality if they deem a pupil is at risk from harm.

Part 4: Information Rights Policy

4.1 Policy Statement

King's Hill Primary is fully committed to transparency, whilst recognising the need for an appropriate balance between openness and maintaining the security and (where necessary) the confidentiality of the information which it holds. It uses an assumption of full disclosure as a starting point for considering all requests for information. Information will only be withheld where there is a genuine and justifiable reason for doing so that can be supported by legislation.

King's Hill Primary also recognises the rights of individuals in respect of information the school holds about them. These rights are:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

Anyone can make a request for information held by the school under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004. Requests for personal information can also be made by the individual the information relates to under the GDPR. The school will comply with:

- The terms of the freedom of information Act 2000 and any other relevant legislation to ensure requests for access to information held by the school are treated in a manner that is fair and lawful.
- Walsall Metropolitan Borough Council advice and guidance.
- Information and guidance displayed on the Information Commissioner's website: https://ico.org.uk/

This policy should be used in conjunction with the school's ***Internet Use Policy*** and ***Data Protection Policy***.

4.2 Scope

This policy relates to all parts of the school and all information created and received by the school, regardless of media or format. This includes all paper-based records as well as information that exists, or will exist, solely in electronic form, audio/visual records and photographs.

4.3 The Policy

4.3.1 Freedom of Information (FOI)/Environmental Information Regulations (EIR)

Making a request

To be valid FOI or EIR, requests;

- must be in writing and be legible – FOI only
- can be oral or legible when written - EIR
- must clearly describe the information being sought;
- can be made by an individual or an organisation;
- must contain a name and a return address (this does not need to be a postal address but could be, for example, an email) and
- can be sent to / received by any part of the school

To be valid EIR/FOI requests they **do not**;

- have to be written in a special form
- need to mention the FOI Act; or need to refer to "Freedom of Information"
- need to mention the EIR; or need to refer to the "Environmental Information Regulations"

4.3.2 Environmental Information Regulations

Definition

Environmental Information Regulations (EIR) cover the following information;

1. The state of the elements of the environment, such as air and atmosphere, water, soil, land, landscape and natural sites including wetlands, coastal and marine areas, biological diversity and its components, including genetically modified organisms, and the interaction among these elements;

2. Factors, such as substances, energy, noise, radiation or waste, including radioactive waste, emissions, discharges and other releases into the environment, affecting or likely to affect the elements of the environment referred to in (a);

3. Measures (including administrative measures), such as policies, legislation, plans, programmes, environmental agreements, and activities affecting or likely to affect the elements and factors referred to in (a) and (b) as well as measures or activities designed to protect those elements;

4. Reports on the implementation of environmental legislation;

5. Cost-benefit and other economic analyses and assumptions used within the framework of the measures and activities referred to in (c); and

6. The state of human health and safety, including the contamination of the food chain, where relevant, conditions of human life, cultural sites and built structures in as much as they are or may be affected by the state of the elements of the environment referred to in (a) or, through those elements, by any of the matters referred to in (b) and (c).

The school recognises that there are many similarities between the two regimes and that requests for "environmental Information" must be answered in accordance with the EIRs rather than the FOI Act. Requests made under the Environmental Information Regulations will be handled in the same way as those under FOI, with due reference to the provisions of those Regulations.

It is possible that in some cases both regimes will be relevant. The school will, when responding to such requests for information, endeavor to clearly identify which parts of the information fall under which regime. The school will also seek to ensure that where requests for information are made and form part of everyday service delivery they are treated as 'business as usual' and not considered as valid requests under the EIR /FOI Act.

4.3.3 Data Gathering and Storage

- Information will only be gathered and stored for specified purposes.
- In order to be able to respond to requests for information the school will implement effective records management policies to enable staff to identify whether data is held and, if it is, locate it quickly and easily.
- The school's retention policies will be based on the guidance in the Information and Records Management Society's Records Management toolkit for schools and will be reviewed regularly in line with any updates to this toolkit.
- Information held by the school will be regularly reviewed with a view to archiving or destruction, where appropriate.

4.3.4 Publication Scheme

The school will adopt and publish the appropriate model publication scheme, as recommended by the DfE, Information Commissioner and Walsall Metropolitan Borough Council, and approved by school governors.

4.3.5 Dealing with Requests for Information

- Theoretically any request for information is a request under the Freedom of Information Act, however this school has taken the decision that it will not consider any request that forms part of the normal pattern of work to be a Freedom of Information request. Only those requests which are considered to be outside the normal remit of the service provided will be recorded as Freedom of Information requests.
- The school will assist applicants in making their request to have access to information held by the school.
- Assistance will be given to applicants whose requests need to be transferred to another public authority (e.g. school, council, hospital).
- The school will exercise its duty to confirm or deny the existence of requested data, subject to any exemptions that may apply.
- The school will supply data requested within 20 working days (or in line with the Information Commissioner's current policy during school holidays), subject to any exemptions that may apply, and the estimated cost of complying with the request falling within the current defined charge limit. All requests for information will still be dealt with in compliance with the 20 working day deadline, whether they are recorded as Freedom of Information requests or not.
- If a response will take longer than 10 working days to respond an acknowledgement will be sent to the person making the request, informing them when the information will be supplied. We recognise this does to allow the school to exceed the overall 20 working day deadline.

- The charge limit is currently £450, calculated at 18 hours work at a flat rate of £25 per hour, as set by government statute. If the estimated cost of complying with the request does not exceed this amount the school is not entitled to make a charge for fulfilling the request.
- A designated member of staff will be responsible for ensuring requests are fulfilled within the stipulated deadline and recording details of the request on the school's tracking database.
- Persons requesting data will be supplied with a copy of our complaints procedure upon request. Any complaints regarding Freedom of Information requests must firstly be addressed by the school. If, once we have had opportunity to reconsider our decision, we believe the initial response was correct the applicant shall be entitled to take the matter to the Information Commissioner's Office and, ultimately, to an Information Tribunal.
- Copies of data supplied will be retained for two years from the date it was put into the public domain.

4.3.6 Applying Exemptions

- A full list of exemptions can be found at the Information Commissioner's website. There are two types of exemption – absolute and qualified. In practice there are very few which are likely to be applied by the education sector.
- The decision to apply absolute exemptions will not be taken by individual members of staff but by a constituted group of at least three of the following: Chair of Governors, other governors, Head teacher, and Deputy Head teacher.
- The decision to apply qualified exemptions will not be taken by individual members of staff but by a constituted group of at least three of the following: Chair of Governors, other governors, Head teacher, and Deputy Head teacher. Even if the group decides information should not be disclosed, a public interest test will be carried out when applying qualified exemptions, to decide whether the public interest in disclosure outweighs the objection to disclosure. If it does the information must be disclosed.
- Advice will be sought from Walsall Metropolitan Borough Council's Information Governance Team or Legal Services if there is any doubt as to whether information should be disclosed.

4.3.7 Logging Requests Received

- The school will keep a record of all requests received for monitoring purposes, noting:

  a) the date the request was received,
  b) name and contact details of the person or organisation making the request,
  c) the date the request was fulfilled or refused,
  d) the reason for any exemption being applied,
  e) the reason for any failure to meet the 20 day deadline.

4.4 Subject Access Requests

All individuals whose data is held by us, have a legal right to request access to such data or information about what is held. However with children, this is dependent upon their capacity

to understand (normally age 12 or above) and the nature of the request. The Headteacher should discuss the request with the child and take their views into account when making a decision. A child with competency to understand can refuse to consent to the request for their records. Where the child is not deemed to be competent an individual with parental responsibility or legal guardian shall make the decision on behalf of the child. The school is aware that in some cases it might not be appropriate to release the child's information to the parents. The safety and wellbeing of the child will be the key determining factor in whether or not information can be disclosed.

The GDPR allows exemptions as to the provision of some information, therefore all information will be reviewed prior to disclosure.

No charge will be applied to process the request.

To support subject access requests under the GDPR, requests:

- Should be in writing and be legible in order to correctly identify the requester.
- Must be specific with regards to records or data being requested in order to avoid excessive requests
- must follow the process of confirming identification
- must be made by the data subject or someone authorised to act on their behalf and
- can be sent to/received by any part of the school

Although we accept requests can be given verbally or via other mediums we will request that you please use and complete our form; https://www.kings-hill.walsall.sch.uk/general-data-protection-regulation-gdpr/ to support this process and comply with the need to identify the requester and the data being requested.

To be valid under the GDPR requests **do not:**

- have to be submitted on a specific form
- need to mention the GDPR of the term 'subject access'

4.4.1 Confirming Identity

The school will take reasonable steps to confirm the identity of the requester. However the school will not make this identification process unnecessarily onerous and in cases where the requester is already known to the school (e.g. an existing member of staff, a known parent) formal identification will not be sought.

4.4.2 Timing of Requests

All requests will be responded to as promptly as possible, and in any event a response must be provided by no later than 1 month from the day of receipt, however the 1 month time limit will not commence until clarification of information and or identification is sought. Where the case is considered to be complex, the deadline can be extended to 60 days. The requestor should be kept informed of any delays.

4.4.3 Access to Personal Data by an Authorised/ Legal Agent

When an agent makes a request on behalf of a Data Subject, signed authorisation from the Data Subject will be required. The school may still check directly with the Data Subject whether he or she is happy with the agent receiving the personal data and should highlight the implications of the request.

Any request received from an agent must be accompanied by signed Form of Authority [permission] from the Data Subject. No proof of identity for a Data Subject is required when the application comes from a professionally recognised agent such as Solicitor.

4.4.4 Information Containing Third Party Data

The school may refuse a subject access request where releasing that information would also involve disclosing information about another individual, except in cases where:

- That individual has consented to disclosure; or
- It is reasonable in all the circumstances to comply with the request without that individual's consent.

The school will seek to balance the rights of the requestor with the rights of the third party and only release information if, in all circumstances, it is reasonable to do so.

4.4.5 Refusing a Request

King's Hill Primary uses the presumption of release as the starting point for all valid subject access requests. Where there is a legitimate reason why information should not be disclosed (e.g. the prevention or detection of crime) the applicant will be informed of the reasons why (except in circumstances where disclosure may prejudice the purpose of the exemption applied) and of their right to appeal.

4.4.6 Amendments to Inaccurate Records

The school acknowledges individual's right to challenge the accuracy of the personal data held about them where they believe it to be inaccurate or misleading. Where information is found to be factually inaccurate it will be updated immediately, where there is dispute between the school and the data subject as to the accuracy of information, a note will be made on the record to that effect and both sets of information will be kept on the file.

4.4.7 Objections to Processing

Individuals have the right to request that the processing of information about them be restricted or ceased if they believe the information to be inaccurate or being held unnecessarily. The school must investigate any such request and rectify if necessary. The Data Subject should be informed before any restriction is lifted.

4.4.8 Releasing personal information to prevent or detect crime

It is school policy to cooperate wherever possible with requests for personal information for the prevention or detection of crime or identification or apprehension of suspects, but only after satisfactory checks have been completed to protect the rights of Data Subjects. Information will only be released where disclosure meets the criteria outlined in the GDPR

Requests will only be considered from an agency with a crime or law enforcement function, including the Police, HMRC, The UK Border Agency, or the Benefit Fraud sections of DWP or other Local Authorities.

Requests must be in writing and be clear on what is being asked for and why the release of the information is critical to the investigation.

Only information directly relevant to the purpose stated will be released, and only the minimal possible to enable the law enforcement agency to do their job. The transfer of information will be via a secure channel (e.g. secure email or special delivery post).

4.4.9 Complaints

Complaints about the above procedures should be made to the Chairperson of the Governing Body who will decide whether it is appropriate for the complaint to be dealt with in accordance with the school's complaint procedure; https://www.kings-hill.walsall.sch.uk/policies/

Complaints which are not appropriate to be dealt with through the school's complaint procedure can be dealt with by the schools Data Protection Officer. Should you be dissatisfied with the response you receive from the schools Data Protection Officer, you can contact the Information Commissioner's Office (ICO) with the details given below:

ICO
Address
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Email Address
Use the online form via this link https://ico.org.uk/global/contact-us/email/
Telephone Numbers
Calling from within the UK 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate.
Calling from outside the UK +44 1625 545 745

Part 5: Records Management Policy

5.1 Statement of Intent

1 Functions of King's Hill Primary

King's Hill Primary is committed to maintaining the confidentiality of its information and ensuring that all records within the school are only accessible to the appropriate individuals. In line with the requirements of the GDPR, the school also has a responsibility to ensure that all records are only kept for as long as is necessary to fulfil the purpose(s) for which they were intended.

The school has created this policy to outline how records are stored, accessed, monitored, retained and disposed of to meet the schools statutory requirements.

This document complies with the requirements set out in the GDPR and Data Protection Act 2018.

2 Purpose of Disposal Schedule

This disposal schedule identifies the disposal arrangements for all manual and electronic records created by King's Hill Primary The Schedule complies with the guidelines given under the Information Management Toolkit for Schools (IRMS). It is advised schools adapt this template and it be approved by internal management/governors specifically in relation to records disposal.

Approval Date	Approved by	Review Date

Section 5.2 – Operation of this Records Disposal Schedule

1. Closing a file

Manual records should be closed as soon as they cease to be of active use other than for reference purposes. When a file is due to be closed an appropriate member of staff should consult the disposal schedule and mark the front cover of the file, indicating the date on which the file can be destroyed, or whether it should be reviewed by a member of staff. Closing a file simply means that no further papers can be added but the file can be used for reference.

2. Minimum Retention Period

With the exception of pupil files, the minimum retention period required for each type of record is calculated from the point the file/record is closed.

3. Destroy

Where the disposal action states 'Destroy' the records should be kept for the period stated and then destroyed securely. A record must be maintained of the files that have been destroyed.

4. Commitment to preserving files/records

King's Hill Primary declares that it will take measures to ensure that the records it creates (including electronic records) will be well maintained and protected while they are in its custody.

5. Roles and Responsibilities

The School Board of Governors is responsible for ensuring that the School complies with the commitment laid out in this Policy. The School Principal is charged with operational compliance and will assign any specific staff responsibilities as required in order to help fulfil the School's commitment to effective records management. **All members of staff** are responsible for creating and maintaining records in accordance with good records management practice.

(Primary schools only) The school will not keep any copies of information stored within pupil's records, unless there is ongoing legal action at the time during which the pupil leaves the school. The responsibility for these records will then transfer to the next school that the pupil attends.

(Secondary schools and sixth-form colleges only) If any pupil attends the school until statutory school leaving age, the school will keep the pupil's records until the pupil reaches the age of 25 years.

Section 5.3 – Definitions of Records held by King's Hill Primary in respect of its Functional Areas.

There are six main functional areas for which King's Hill Primary keeps records as follows:

1. Management and Organisation
2. Legislation & Guidance
3. Pupils
4. Staff
5. Finance

6. Health & Safety

7. Other

The records contained within these functional areas provide evidence and information about its business activities and are important for the efficient operation of the school.

1. Management and Organisation

This category comprises records held which relate to the management and organisation of the school. Typical records would include the minutes of the Board of Governors, the Senior Management Team and Parent/Teachers Association meetings which record the major decision making processes of the school. Also included are records detailing development, planning and curriculum policies as well as those that demonstrate how the school reports to its parents and other organisations. Records include the School Development Plan, the School Prospectus, Curriculum policies, Annual Report, Emergency Planning and Business Continuity Plan along with the records of meetings, minutes, and policies documenting the decisions and actions taken within this business function.

2. Legislation and Guidance from DE, ELBs, ESA, & CCMS

Files maintained under this heading contain papers relating to legislation e.g. the Education Act 2011, Circulars, Guidance, Bulletins from the Dept of Education and Education & Library Boards, CCMS etc, correspondence in connection with Statistical Returns and documents relating to Dept of Education Inspections and Reports.

3. Pupils

Pupil Files contain vitally important records which, not only capture the progress of the student throughout their time at the school, but also contain personal details and information beneficial to their well being within the school environment. Such records would include admission data, attendance of the pupils at the school, timetables and class groupings, education/progress reports of pupils, special education needs documentation, child protection information, disciplinary action taken, examination results, careers advice, school trip details and medical records (details of medical conditions where medicines are required to be administered at school).

4. Staff

Staff category refers to those records required for the Human Resources Management function within the school. These include staff personnel records (recruitment, interview notes, appointments, training, staff development etc), staff salary records, staff induction, sickness records, staff performance review, substitute teacher records and student teachers on teaching practice etc.

Finance

This business function maintains records for a range of financial activities such as annual budgets, budget monitoring, Annual Statement of Accounts, procurement, tender information and prices, reconciliation of invoices, audit reports etc.

6. Health & Safety

The health and safety of children and staff is of paramount importance in the school and such records to support this are kept e.g. Accident/Incident Book,

legal/accident/incident forms, risk assessments, fire procedure, CCTV, security system files, health and safety policy statement.

7. Other Retention Records

The table outlines the school's retention periods for any records held by the school and the action that will be taken after the retention period, in line with any requirements.

Section 5.4 – Electronic Records

The legal obligation to properly manage records, including compliance with Data Protection legislation, applies equally to electronic records. The main considerations for the management of electronic records are therefore the same as those for manual records. They include:

- Staff must be able to use and access electronic information effectively
- Adequate measures must be in place to ensure all information is stored securely and only available to authorised persons.
- A school must be able to demonstrate a record's authenticity by ensuring information cannot be altered when declared a record.
- A system must be in place for disposing of electronic records in line with policy once they are no longer needed.

In addition to the above, sufficient backup/recovery processes must be in place. There must also be a process through which links are created from electronic records to any associated manual records. This is to ensure a full record can be considered when necessary i.e. when decision making, providing access or considering a record for disposal.

The School Board of Governors is ultimately responsible for records management within the School. The decision to move towards electronic records must be taken carefully and the Board of Governors must satisfy itself that the measures identified above can be achieved. Further information and advice on electronic records can be obtained from the Information and Records Management Society (IRMS). A number of International Standards have also been established to help organisations follow best practice when implementing an electronic records strategy. They include:

ISO 15801:2009 - record authenticity and legal admissibility
ISO 27001 - information security management
BS 10008 - legal admissibility of electronic information standards

SECTION 5.5 - School Disposal Schedule

1. Management & Organisation (Governing Bodies and Senior Leadership Team)

Ref	Record	Minimum Retention Period	Action After Retention
1.1	BOG Meetings Minutes (master)	Permanent	Consult local archives before disposal
1.2	Minutes of SLT meetings and the meetings of other internal administrative bodies	Date of meeting plus three years	Reviewed annually and securely disposed of, if not needed
1.3	Action plans created and administered by the governing board	Until superseded or whilst relevant	Securely disposed of
1.4	Policy documents created and administered by the governing board	Until superseded or whilst relevant	Securely disposed of
1.5	Records relating to complaints dealt with by the governing board or headteacher	Current academic year, plus six years If negligence is involved, records are retained for the current academic year, plus 15 years If child protection issues are involved, the records are retained for the current academic year, plus 40 years	Reviewed for further retention in case of contentious disputes, then securely disposed of
1.6	Annual reports required by the DfE	Date of report, plus 10 years	Securely disposed of

1.7	Proposals concerning changing the status of the school	Date proposal accepted or declined, plus three years	Securely disposed of
1.8	Records relating to the appointment of co-opted governors	Date of election, plus six months	Securely disposed of
1.9	Records relating to the election of the chair of the governing board and the vice chair	Destroyed after the decision has been recorded in the minutes	Securely disposed of
1.10	Meeting schedule	Current academic year	Standard disposal
1.11	Register of attendance at full governing board meetings	Date of last meeting in the book, plus six years	Securely disposed of
1.12	Records relating to governor monitoring visits	Date of visit, plus three years	Securely disposed of
1.13	All records relating to the conversion of the school to academy status	Permanent	Consult local archives before disposal
1.14	Correspondence sent and received by the governing board or headteacher	Current academic year, plus three years	Securely disposed of
1.15	Board of governors; Records relating to the terms of office of serving governors, including evidence of appointment Records relating to governor declaration against disqualification criteria	Date of which the governors appointment ends, plus six years	Securely disposed of

	Register of business interests		
1.16	Governor code of conduct	Dynamic document – kept permanently	Securely disposed of
1.17	Governor training; Records relating to the training required and received by governors Records relating to the induction programme of new governors	 Date the governor steps down, plus six years Date on which the governors appointment ends, plus six years	 Securely disposed of Securely disposed of
1.18	Governor personnel files	Date on which the governors appointment ends, plus six years	Securely disposed of
1.19	Log books of activity in the school maintained by the headteacher	Date of last entry, plus a minimum of six years	Reviewed and offered to the local archives if appropriate
1.20	SLT minutes and reports	Date of the meeting/report, plus three years	Reviewed annually and securely disposed of if not needed
1.21	Records created by headteacher, deputy head, heads of year and other members of staff with administrative responsibilities	Current academic year, plus six years	Reviewed annually and securely disposed of if not needed
1.22	Correspondence created by headteacher, deputy head, heads of year and other members of staff with administrative responsibilities	Date of correspondence, plus three years	Securely disposed of
1.23	School development plan	Duration of the plan, plus three years	Securely disposed of

2. Legislation and Guidance from DE, ELB, ESA, CCMS etc

Ref	Record	Minimum Retention Period	Action After Retention
2.1	Correspondence re: Statistical Returns to DE, ELB etc	Current financial year + 6 years	Destroy
2.2	DE Reports, Inspections	Until superseded	Destroy

3. Pupils Records

Ref	**Record**	**Minimum Retention Period**	**Action After Retention**
3.1	Admissions		
3.1a	Register of admissions	Every entry in the register will be preserved for a period of three years after the date on which the entry was made	Review, schools may wish to keep permanently
3.1b	Successful admissions	Date of admission, plus one year	Securely disposed of
3.1c	Admissions appeal (where the appeal is unsuccessful)	Resolution of the case, plus one year	Securely disposed of
3.1d	Secondary schools admissions	Whilst pupil remains at the school, plus one year	Securely disposed of
3.2	Pupil files		
3.2a	Primary schools – pupil educational records	Whilst pupil remains at the school	Transferred to the next destination – If this is an independent school, home schooling or outside of the UK, the file will be kept by the LA and retained for the statutory period

3.2b	Secondary schools and sixth forms – pupil educational records	25 years after pupils date of birth	Review and securely disposed of if no longer needed
3.3	Examination Results		
3.3a	Public examination results	Added to pupil record	All uncollected certificates should be returned to the examination board after reasonable attempts to contact the pupil have failed
3.3b	Internal examination results	Added to pupil record	Transferred to the next school where applicable
3.3c	Examination results schools copy	Current year, plus six years	Secure disposal
3.3d	SAT's results	25 years after the pupils date of birth	Secure disposal
3.3e	Examination papers	Until the appeals/validation process has been completed	Secure disposal
3.4	Child protection information held on pupil file	Stored in a sealed envelope and placed in the pupils file, retained for the same period as the pupil file Records also subject to any instruction given by the Independent Inquiry into Child Sex Abuse (IICSA)	Securely disposed of - shredded
3.5	Child Protection information held in a separate file	25 years after the pupils date of birth Records also subject to any instruction given by the	Securely disposed of - shredded

		Independent Inquiry into Child Sex Abuse (IICSA)	
3.6	Timetable and Class Groupings (scheme of works, timetable, class record books, mark books, record of homework set, pupils work)	Current academic year, plus one year	Review at the end of each year and allocate a further retention period or securely dispose of
3.7	Curriculum returns	Current year, plus three years	Secure disposal
3.8	Attendance		
3.8a	Attendance register	Every entry is retained for a period of 3 years after the date on which the entry was made	Secure disposal
3.8b	Correspondence relating to any absence (authorised or unauthorised)	Current academic year, plus two years	Secure disposal
3.9	SEND files, reviews and EHC plans, including advice and information provided to parents regarding educational needs and accessibility strategy	The pupils date of birth, plus 31 years	Secure disposal
3.10	Self-evaluation forms – Internal moderation	Current academic year, plus one year	Secure disposal
3.11	Self - evaluation forms – External moderation	Retained until superseded	Secure disposal
3.12	Pupils work	Returned to pupils at the end of the academic year, or retained for the current academic year, plus one year	Secure disposal

3.13	Extra curriculum activities		
3.13a	Field file – information taken on school trips	Until the conclusion of the trip, plus one month Where a minor incident occurs, field files are added to the core system as appropriate	Secure disposal
3.13b	Financial information relating to school trips	Whilst the pupil remains at school, plus one year	Secure disposal
3.13c	Parental consent forms for school trips where no major incident occurred	Until the conclusion of the trip	Secure disposal
3.13d	Parental consent forms for school trips where a major incident occurred	25 years after the pupils date of birth on the pupils record (permission slips of all pupils on the trip will also be held to show that the rules had been followed for all pupils)	Secure disposal

3.14	Catering and free school meals administration		
3.14a	Free school meals registers (where the register id used as a basis for funding)	Current year, plus 6 years	Secure disposal
3.14b	Meal administration	Current year, plus 3 years	Secure disposal

4. Staff Records

Ref	Record	Minimum Retention Period	Action After Retention
4.1	Operational		
4.1a	Staff members personnel files	Termination of employment, plus six years, unless the member of staff is part of any case which falls under the terms of reference of the IICSA. If this is the case, the file will be retained until the IICSA enquiries are complete	Secure disposal
4.1b	Annual appraisal and assessment records	Current academic year, plus six years	Secure disposal
4.1c	Sickness absence monitoring (where sickness pay is not paid)	Current academic year, plus three years	Secure disposal
4.1d	Sickness absence monitoring (where sickness pay is paid)	Current academic year, plus six years	Secure disposal
4.1e	Staff training (where training leads to CPD)	Length of time required by the CPD professional body)	Secure disposal
4.1f	Staff training (except where the training relates to dealing with pupils, e.g. First aid or H&S)	Retain in the personnel file	Secure disposal
4.1g	Staff training (where the training relates to pupils, e.g. safeguarding or other pupil related training)	Date of training, plus forty years	Secure disposal

4.2 Recruitment

4.2a	Interview notes and recruitment records relating to the appointment of a new Headteacher (unsuccessful attempts)	Date of appointment, plus six months	Secure disposal
4.2b	Interview notes and recruitment records relating to the appointment of a new Headteacher (successful appointments)	Added to personnel file and retained until the end of appointment, plus six years, except in cases of negligence or claims of child abuse, then records are retained for at least fifteen years	Secure disposal
4.2c	Interview notes and recruitment records relating to the appointment of new members of staff or governors (unsuccessful candidates)	Date of appointment of the successful candidate, plus six months	Secure disposal
4.2d	Pre-employment vetting information (successful candidates)	For the duration of the employee's employment, plus six years	Secure disposal
4.2c	Proof of identity collected as part of the enhanced DBS check	Where necessary to keep a copy, it will be placed in the staff members personnel file	Secure disposal
4.2d	Evidence of right to work in the UK	Added to the staff personnel file or, if kept separately, termination of employment, plus no longer than two years	Secure disposal
4.3	Disciplinary and grievance procedures		
4.3a	Child protection allegations, including where the allegation is unproven	Added to staff personnel file, and until the individuals normal retirement age, or ten years from the date of the allegation – whichever is longer	Reviewed and securely disposed of

		If allegations are malicious, they are removed from the personal files If the allegations are found, they are kept on the personnel file and a copy provided to the person concerned unless the member of staff is part of any case which falls under the terms of reference of the IICSA. If this is the case, the file is retained until IICSA enquiries are complete	
4.3b	Oral warning	Date of warning, plus six months	Securely disposed of, if placed on staff personnel file, to be removed from the file
4.3c	Written warning - level 1	Date of warning, plus six months	Securely disposed of, if placed on staff personnel file, to be removed from the file
4.3d	Written warning – level 2	Date of warning, plus twelve months	Securely disposed of, if placed on staff personnel file, to be removed from the file
4.3e	Final warning	Date of warning, plus eighteen months	Securely disposed of, if placed on staff personnel file, to be removed from the file
4.3f	Records relating to unproven incidents	Conclusion of the case, unless the incident is child protection related, then it is disposed of as per 4.3a	Secure disposal

5. Finance records

Ref	Record	Minimum Retention Period	Action After Retention
5.1	Financial records	Current year, plus six years	Secure disposal
5.2	All records relating to the creation and management of budgets, including the annual budget statement and background papers	Life of the budget, plus three years	Secure disposal
5.3	Staff finance records	Current academic year, plus six years	Secure disposal
5.4	Personal bank details	Until superseded, plus three years	Secure disposal
5.5	Contract Management		
5.5a	All records relating to the management of contracts under seal	Last payment on the contract, twelve years	Secure disposal
5.5b	All records relating to the management of contracts under signature	Last payment on the contract, plus six years	Secure disposal
5.5c	Records relating to the monitoring of contracts	Life of the contract, plus six years or twelve years	Secure disposal

6. Health and Safety Records

Ref	Record	Minimum Retention Period	Action After Retention
6.1	Health & safety policy statement	Duration of the policy, plus three years	Secure disposal
6.2	Health & safety risk assessments	Duration of risk assessment, plus three years provided that a copy of the risk	Secure disposal

		assessment is stored with the accident report if an incident has occurred	
6.3	Records relating to any reportable death, injury, disease or dangerous occurrence under RIDDOR	Date of incident, plus three years providing that all records relating to the incident are held on the personnel file	Secure disposal
6.4	Accident reporting – adults	Three years after the last entry in the accident book	Secure disposal
6.5	Accident reporting – pupils	Three years after the last entry in the accident book	Secure disposal
6.6	Records kept under the Control of Substances Hazardous to Health Regulations	Date of incident, plus 40 years	Secure disposal
6.7	Information relating to areas where employees and persons are likely to come into contact with asbestos	Date of last action, plus forty years	Secure disposal
6.8	Information relating to areas where employees and persons are likely to come into contact with radiation (maintenance records or controls, safety features and PPE)	Two years from the date on which the examination was made	Secure disposal
6.9	Information relating to areas where employees and persons are likely to come into contact radiation (dose assessment and recording)	Until the person to whom the record relates would have reached seventy-five years old, but in any event for at least thirty years from when the record was made	Secure disposal
6.10	Fire precaution log books	Current academic year, plus three years	Secure disposal

6.11	Health and safety file to show current state of buildings, including all alterations (wiring, plumbing, building works etc.) to be passed on in the case of change of ownership	Permanent	Passed to new owner on sale or transfer of building

7. Retention of Other School Records

Ref	Record	Minimum Retention Period	Action After Retention
7.1	Property management		
7.1a	Title deeds of properties belonging to the school	Permanent	Transferred to new owners if the building is leased or sold
7.1b	Plans of property belonging to the school	For as long as the building belongs to the school	Transferred to new owners if the building is leased or sold
7.1c	Leases of property leased by or to the school	Expiry of lease, plus six years	Secure disposal
7.1d	Records relating to the letting of the school premises	Current financial year, plus six years	Secure disposal
7.2	Maintenance		
7.2a	All records relating to the maintenance of the school carried out by contractors	For as long as the school owns the building and then passed onto any new owners if the building is leased or sold	Secure disposal
7.2b	All records relating to the maintenance of the school carried out by school employees	For as long as the school owns the building and then passed onto any new owners if the building is	Secure disposal

		leased or sold	
7.3	Operational administration		
7.3a	General files series	Current academic year, plus five years	Reviewed and securely disposed of
7.3b	Records relating to the creation and publication of the school brochure and/or prospectus	Current academic year, plus three years	If a copy is not preserved by the school, standard disposal
7.3c	Records relating to the creation and distribution of circulars to staff, parents or pupils	Current academic year, plus one year	Standard disposal
7.3d	Newsletters and other items with short operational use	Current academic year, plus one year	One copy archived, other copies standard disposal
7.3e	Visitors books and signing-in sheets	Last entry in the logbook, plus six years	Reviewed then secure disposal
7.3f	Records relating to the creation and management of parent-teacher associations and/or old pupil associations	Current academic year, plus six years	Reviewed then secure disposal
7.3g	Walking bus registers	Date of register, plus six years	Secure disposal
7.3h	School privacy notice which is sent to parents	Until superseded, plus six years	Secure disposal
7.3i	Consents relating to school activities	While pupil attends the school	Secure disposal

Part 6: Incident Management Policy

6.1 Policy Statement

King's Hill Primary processes personal data including special category personal data daily and it is essential that procedures are in place to ensure any threat to the security of that information is minimised and any breaches of the duties in respect of that information are identified and remedied. Any incident that compromises the security of that information, or the ICT system on which it resides, must be managed appropriately and in accordance with legislation and guidance provided by the Information Commissioners Office (ICO).

6.2 Purpose

The purpose of this policy is to ensure that the School reacts appropriately to mitigate the risks associated with actual or suspected security incidents relating to personal data. The School recognises that there are risks associated with users accessing and handling information to conduct official School business.

This policy aims to mitigate the following risks:

• Reduce the impact of personal data breach incidents by ensuring they are followed up correctly
• Improve compliance by ensuring serious incidents are reported to the Headteacher and the school Data protection Officer.
• To help identify areas for improvement to decrease the risk and impact of future incidents.

6.3 Scope

We recognise that the correct and lawful treatment of Personal Data will maintain confidence in the school. Protecting the confidentiality and integrity of Personal Data is a critical responsibility that we take seriously at all times. Under the GDPR, personal data' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

This policy applies to all staff employed by our school, Governors and to external organisations or individuals working on our behalf.
All users must understand and adopt use of this policy and are responsible for ensuring the safety and security of personal data. All users have a role to play and a contribution to make to the safe and secure use of personal data and the information that it processes or stores.

You must read, understand and comply with this Policy. This policy sets out what we expect from you in order for the school to comply with applicable law.
Your compliance with this policy is mandatory. You must also comply with all related Policies and guidelines given. Staff who do not comply with this policy may face disciplinary action.

6.4 Objectives

The main objective of this policy is to ensure security incidents relating to School information and ICT systems are reported, recorded and investigated in accordance with the School's and legislative standards.

6.5 Legal Requirements

As data controller personal data collected about staff, pupils, parents, governors, visitors and other individuals that is collected and held must be protected from unlawful misuse, loss, theft, accidental disclosure, destruction, corruption or alternation in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018) as is currently set out in the Data Protection Bill.
This policy applies to all personal data, regardless of whether it is in paper or electronic format.

6.6 Compliance

If any user is found to have breached this policy, they may be subject to the School's disciplinary procedure. If a criminal offence is considered to have been committed further action may be taken to assist in the prosecution of the offender(s).
Non-compliance with this policy could have a significant effect on the efficient operation of the School and may result in significant financial loss.
The General Data Protection Regulation (GDPR) introduces a duty for us to report personal data breaches which are significant to the Information Commissioner. This must be done within 72 hours of the breach, where feasible.
If the breach is expected to adversely impact (or has a high likelihood of impacting) individual's rights and freedoms, we must also inform those individuals 'without undue delay'.
We will keep a record of any personal data breaches, regardless of whether we are required to notify.

6.7 Definition

A personal data breach is more than just losing personal data. It is a breach of security leading to the accidental or lawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.
This policy needs to be applied as soon as information systems or data are suspected to be, or are actually affected by an adverse event which is likely to lead to a security incident.
A personal data breach can be broadly defined as a security incident that has affected the confidentiality, integrity or availability of personal data. In short, there will be a personal data breach whenever any personal data is lost, destroyed, corrupted or disclosed; if someone accesses the data or passes it on without proper authorisation; or if the data is made unavailable and this unavailability has a significant negative effect on individuals.
Examples of the most common personal data breaches and information security incidents are listed below. It should be noted that this list is not exhaustive.

- Giving information to someone who should not have access to it – this could be verbally, in writing or electronically.
- Theft / loss of a confidential paper
- Sending personal data to an incorrect recipient .e.g. groups of recipients such as 'all staff' by mistake.
- Sending a text message containing personal data to all parents by mistake.
- Printing or copying confidential information and not storing it correctly or confidentially.
- A non-anonymised dataset being published on the school website which shows the exam results of pupils eligible for the pupil premium
- Safeguarding information being made available to an unauthorised person
- Computer infected by a Virus or other malware.
- Finding data that has been changed by an unauthorised person.
- Use of unapproved or unlicensed software on School ICT equipment.
- Accessing a computer database using someone else's authorisation (e.g. someone else's user ID and password).
- Changes to information or data or system hardware, firmware, or software characteristics without the School's knowledge, instruction, or consent.

- Unwanted disruption or denial of service to a system.
- The unauthorised use of a system for the processing or storage of data by any person

6.8 Procedure for Personal Data Breach Incident Handling

If you know or suspect that a Personal Data Breach has occurred, do not attempt to investigate the matter yourself. Immediately contact The School Data Protection Lead who is the person designated as the key point of contact for Personal Data Breaches Nin Matharu. You should preserve all evidence relating to the potential Personal Data Breach.

On finding or causing a breach, or potential breach, The School Data Protection Lead must immediately notify the Headteacher and Data Protection Officer and take immediate remedial steps to mitigate and remedy the breach that has occurred. All reasonable steps must be taken to retrieve any information that has been unlawfully disclosed. The DPO will provide advice to the school on the immediate steps to be taken, investigate the report, and determine whether a breach has occurred. The Head teacher will notify the chair of governors if not already notified.
The DPO will assist The Data Protection Lead and relevant staff members or data processors where necessary to mitigate risk and impact.

The actions to be taken will be relevant to specific data types. The actions to minimise the impact of data breaches are set out below. These must, where relevant, be taken to mitigate the impact of different types of data breach. Breaches involving particularly risky or sensitive information must be acted upon swiftly and steps followed through. The effectiveness of these actions will be reviewed and amended as necessary after any data breach.

Example:

If sensitive information has been disclosed via email (including safeguarding records) or other special category data (sensitive information) such as health information is accidentally made available via email to unauthorised individuals, the sender must attempt to recall the email as soon as they become aware of the error. Where this is unsuccessful or not possible immediate steps should be taken to contact the recipient with instructions to them to delete the email.
If the sender is unavailable or cannot recall the email for any reason, the School Data Protection Lead will ask the ICT department to recall it.
Where members of staff receive personal data sent in error they must alert the sender and School Data Protection Lead as soon as they become aware of the error.
In any case where the recall is unsuccessful, The School Data Protection Lead will contact the relevant unauthorised individuals who received the email, explain that the information was sent in error, and request that those individuals delete the information and do not share, publish, save or replicate it in any way. The School Data Protection Lead will ensure we receive a written response from all the individuals who received the data, confirming that they have complied with this request.
The School Data Protection Lead will notify any relevant third parties who can help mitigate the loss to individuals – for example, the police, insurers, banks or credit card companies.

6.9 Investigation and Report

The DPO will carry out an internet search to check that the information has not been made public, if it has; we will contact the publisher/website owner or administrator to request that the information is removed from their website and deleted.
The DPO will assess the potential consequences, based on how serious they are, and how likely they are to happen.
The DPO will work out whether the breach must be reported to the ICO. This must be judged on a case-by-case basis. To decide, the DPO will consider whether the breach is likely to

negatively affect people's rights and freedoms, and cause them any physical, material or non-material damage (e.g. emotional distress), including through:

- Loss of control over their data
- Discrimination
- Identify theft or fraud
- Financial loss
- Unauthorised reversal of pseudonymisation (for example, key-coding)
- Damage to reputation
- Loss of Confidentiality
- Any other significant economic or social disadvantage to the individual (s) concerned

If it's likely that there will be a risk to people's rights and freedoms, the DPO must notify the ICO within 72 hours of the personal data breach coming to the attention of The School Data Protection Lead.
The DPO will document the decision (either way), in case it is challenged at a later date by the ICO or an individual affected by the breach.
Where the ICO must be notified, the DPO will do this via the 'report a breach' page of the ICO website within 72 hours. As required, the DPO will set out:

- A description of the nature of the personal data breach including, where possible:

- The categories and approximate number of individuals concerned
- The categories and approximate number of personal data records concerned
- The name and contact details of the DPO
- A description of the likely consequences of the personal data breach
- A description of the measures that have been, or will be taken, to deal with the breach and mitigate any possible adverse effects on the individual(s) concerned

If all the above details are not yet known, the DPO will report as much as they can within 72 hours. The report will explain that there is a delay, the reasons why and when the DPO expects to have further information. The DPO will submit the remaining information as soon as possible.
The DPO will also assess the risk to individuals, again based on the severity and likelihood of potential or actual impact. If the risk is high, the DPO will promptly inform, in writing, all individuals whose personal data has been breached. This notification will set out:

- The name and contact details of the DPO
- A description of the likely consequences of the personal data breach
- A description of the measures that have been, or will be, taken to deal with the data breach and mitigate any possible adverse effects on the individual(s) concerned

6.10 Report

The School Data Protection Lead will document each breach, irrespective of whether it is reported to the ICO. For each breach, this record will include the:

- Facts and cause
- Effects

- Action taken to contain it and ensure it does not happen again (such as establishing more robust processes or providing further training for individuals)

Records of all breaches will be stored securely in the School Business Managers Offices

6.11 Review and Planning

Upon the occurrence of a serious breach the DPO and Headteacher will meet to review what happened and how it can be prevented from happening again. This meeting will happen as soon as reasonably possible. A report of data protection breaches will be presented to the Governing Board.

6.12 Incident Management Flow:

Complete Personal Data Breach Reporting Form on same day as breach

Report to Head Teacher on same day as breach

King's Hill Primary School

Personal Data Breach Reporting Form

All incidents should be reported to the head teacher immediately.

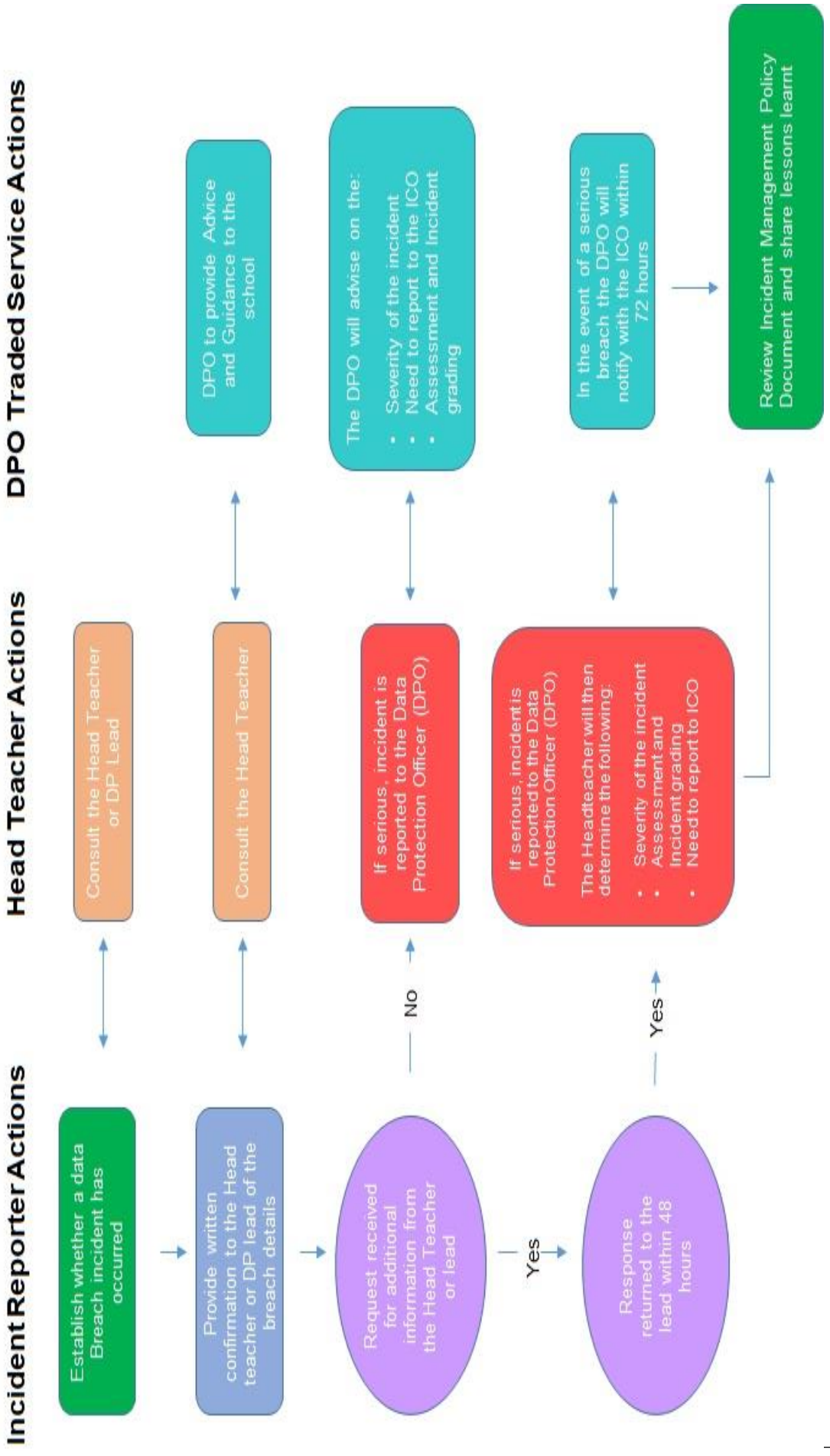
A serious incident must be reported to the ICO within 72 hours

Please complete the form below with as much information as possible and hand to the head teacher.

Date:	
Time:	
Name:	
Type of data:	Personal Personal & Sensitive Sensitive
Incident Breach:	Cyber/Hack Data Disclosed Data Lost Data Stolen Unauthorised Access
How the incident happened:	

Type of information or data involved:	Paper Electronic Details:
Amount of records/persons concerned:	
Which part of school is responsible?	Admin/Office Class
Did the incident originate from an external company or service?	
Other relevant information:	
How many personal data records concerned:	
Describe the likely consequences of the breach:	

Head Teacher:	
Date:	
Time:	
Action to be taken:	
Who has been informed or made aware of this incident?	
DPO to be advised?	Yes Date: No
Review: Lessons Learnt:	


Incident Reporter Actions
Head Teacher Actions
DPO Traded Service Actions
Establish whether a data Breach incident has occurred
Provide written confirmation to the Head teacher or DP lead of the breach details
Request received for additional information from the Head Teacher or lead
Response returned to the lead within 48 hours
Consult the Head Teacher or DP Lead
Consult the Head Teacher
If serious, incident is reported to the Data Protection Officer (DPO)
If serious, incident is reported to the Data Protection Officer (DPO)
The Headteacher will then determine the following:
Severity of the incident
Assessment and Incident grading
Need to report to ICO
No
Yes
Yes
DPO to provide Advice and Guidance to the school
The DPO will advise on the:
Severity of the incident
Need to report to the ICO
Assessment and Incident grading
In the event of a serious breach the DPO will notify with the ICO within 72 hours
Review Incident Management Policy Document and share lessons learnt