



Brent



School's Information Security Policy

Owner: Brent Council's Data Protection Officer and Senior Information Risk Officer on behalf of Chalkhill Primary School

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1 About this document

Strong Information Security and Governance are required if the school is to deliver its vision.

Without information - accurate, and ready-to-hand to those who need it, the school cannot improve its services to pupils, parents and school Governors or work effectively with its suppliers.

This document states the school's policy on Information Security and Governance. Whether innovating, by providing new services, or in the performance of our everyday work, the principles in this document must be followed.

The document should be read in conjunction with the School's "Access to Information Rulebook".

2 The scope of information

Electronic information, 'data' - is stored on our computers, portable devices and networks. It is transmitted across the internet, and shared with our partners and suppliers 'online'.

Information is also found on paper – printed and written. It can be sent by fax, and spoken in conversations - even over the telephone.

This Policy applies to **all information** processed by the Chalkhill Primary School in carrying out its operational activities.

3 Our High-Level Policy

Chalkhill Primary School will be proactive in safeguarding its information, recognising its value to the school, ensuring that:

- Its plans and daily actions consider the security and governance of information;
- Checks and measures exist to ensure that the security and governance of information is actively managed, and threats handled – whether those threats come from inside or outside, from deliberate action or accident.

Good design, planning, awareness and operational management will ensure:

- The **confidentiality** of information provided to us is safeguarded
- The **integrity, accuracy and reliability** of information is maintained
- The **availability** of Information will be protected, enabling the business to fulfil its obligations.

The school commits to upholding the law and regulatory requirements.

To assist in delivering to our commitment:

- The School's Access to Information Rulebook shall be maintained and publicised to staff and relevant partners.
- All staff and relevant partners will be trained on Information Security, Governance and Data Protection.
- Business continuity plans will be produced, maintained and tested, and business requirements for the availability of information and systems identified and met.
- Procedures for risk assessment shall consider Information Risk.
- Mechanisms shall be maintained for the reporting and management of Information incidents.
- Further policies, procedures and standards will support this policy as and when required.

4 Responsibilities

- Chalkhill Primary School's **Headteacher** is responsible for the overall management of information security and governance within the council.
- Chalkhill Primary School offers its assistance to, and authorises the Council's **Data Protection Team**, to act on it's behalf, sponsored by the Senior Information Risk Officer.
- The School's Data Protection Service has direct responsibility for maintaining the Policy and providing advice and guidance on its implementation.
- The **Headteacher** is directly responsible for compliance with the Policy within the school, and for adherence by their staff.
- All **employees** are bound by this policy, the School's Access to Information Rulebook, and any related policies, procedures and standards, through the **code of conduct**.