Information Security Policy

Contents

Introduction 1
Scope 1
Aim 2
Roles and Responsibilities 2
Areas That Require Specific Adoption of Information Security 5
Document Classification 8
Associated Policy and Guidance 10
Approval 10

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V3.0	Aug 2023	School and town council IS policy consolidated.	One West
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V4.0	Aug 2025	Updated Roles & Responsibilities. Added reference to Bring Your Own Device (BYOD).	One West

Introduction

Newtown Community Primary School is responsible for the control of a number of individuals' Personal Data (PD) including staff, governors, pupils, clients, and a number of other individuals who interact with Newtown Community Primary School. In addition to PD, information that may be considered of a sensitive nature may include financial records, planning and management forecasts, and risk assessments, which also require appropriate security applications to be made and are included within the scope of this policy.

The Information Security Policy (ISP) is designed to inform employees of the appropriate principles and methods to create, store, secure and, dispose of information in all formats to ensure security is of a consistently high standard. Compliance with this policy provides management, staff, and associated individuals with:

- Assurance that information is being managed securely in a consistent and effective way.
- Assurance that Newtown Community Primary School is able to provide a trusted environment in which to handle information as part of its activities.
- Clarity regarding the individual responsibilities for information security.
- Demonstration of best practice.
- Assurance that information may only be accessed by those authorised to have access.

Scope

Information Security Policy

This policy applies to all employees of Newtown Community Primary School including contract, agency and temporary staff, volunteers and employees of partner organisations working with or for Newtown Community Primary School.

The ISP should be used by employees who use data as part of their day-to-day business, those who manage and administer data and by those responsible for the management of data storage systems.

Aim

The ISP aims to ensure that all employees are aware of the following principles of the 'CIA Triad' when dealing with information and use the principles in their day-to-day handling of information and the development and adoption of new ways and systems designed for handling information. These principles will also help Newtown Community Primary School comply with Article 32 of the UK GDPR which requires adequate organisational and technical security.

Confidentiality: Information is not made available or disclosed to unauthorised individuals, entities, or processes.

Integrity: Maintain the accuracy and completeness of data over its lifecycle.

Availability: Information must be available when needed and appropriate means of access or disclosure must be understood.

In addition to the protection and maintenance of the confidentiality, integrity, and access of data this policy will support Newtown Community Primary Schoolto meet the following:

- manage the risk of security exposure or compromise;
- assure a secure and stable information technology (IT) environment;
- identify and respond to events involving information asset misuse, loss or unauthorised disclosure;
- monitor systems for anomalies that might indicate compromise; and
- promote and increase the awareness of information security.

Adoption of this concept will reduce the risk of harm to individuals, reduce the vulnerability of the organisation, and the likelihood of financial penalties that may be given by supervisory authorities such as the Information Commissioner's Office (ICO).

Roles and Responsibilities

Information Security Lead Accountability for information security rests with the Information Security Lead who is the Headteacher. The Information Security Lead may discharge this function to the Deputy Head or another responsible individual to carry out the activities of information security. The role of Information Security Lead may also be responsible for digital technology in school with responsibilities defined in the Department for Information Digital and Technology Standards in Schools and Colleges.

Such activities may include.

- Evaluating and accepting risk on behalf of the school.

Information Security Policy

- Identifying information security responsibilities and goals and integrating them into relevant processes.
- Supporting the consistent implementation of information security related policies and processes.
- Supporting security through clear direction and demonstrated commitment of appropriate resources.
- Promoting awareness of information security best practices through the regular dissemination of relevant material such as that provided by the Data Protection Officer (DPO).
- Implementing the process for determining information classification and categorisation, based on recommended practices, and legal and regulatory requirements, and to determine the appropriate levels of protection for that information.
- Implementing the process for information asset identification and recording them in the Record of Processing Activities (RoPA) as well as the handling, use, transmission, and disposal based on information classification and categorisation.
- Determining who will be assigned to serve as information owners while maintaining ultimate responsibility for the confidentiality, integrity, and availability of the data.
- Participating in the response to security incidents.
- Complying with notification requirements in the event of a breach of personal data.
- Adhering to specific legal and regulatory requirements related to information security.
- Communicating legal and regulatory requirements to the designated security representative (e.g. Information Security Officer ISO), specifically article 32 of the UK GDPR (security of processing).
- Communicating requirements of this policy and the associated standards, including the consequences of non-compliance, to the workforce and third parties, and addressing adherence in third party agreements.

Governance of information security may be formalised to include a regular review and working group to identify business requirements and how they impact existing information use and future use.

Data Protection Officer (DPO) The DPO, (One West), is responsible for monitoring the organisation's compliance with data protection legislation. This is completed by the following means: an annual assurance review; breach and security incident monitoring and review; and providing sufficient guidance to the Information Security Lead for them to carry out their task where PD may be processed.

The DPO will support the organisation in the event of any breach of information where it relates to personal data.

Managers/Senior Staff Primarily responsible for ensuring the security of the systems that hold data and the physical environments where information is processed or stored. They are also responsible for the following:

- Ensuring all employees within their area of work are aware of the relevant polices applicable to their role i.e. Acceptable Use Policy, confidentiality agreements, Bring Your Own Device (BYOD) guidelines and eSafety guidelines.

- Determining and controlling the access levels of employees and relaying that information, including when access must be removed, to the School Business Manager.
- The control of passwords, keys, combination lock numbers or any other physical form of access control within their area of work.
- Ensuring that employees have taken part in the relevant and adequate training in a timely manner.
- Making employees aware of security breaches or threats and translating points learnt from such incidents into working practices.

Head of IT/IT Lead The Head of IT or individual responsible for management of IT whether on-site or through a third-party contract must ensure that.

- All network, mobile devices, and removable media assets are securely controlled and managed. This includes maintaining appropriate storage facilities, producing, and reviewing guidance regarding the safe storage and use of assets, user access agreements and user access control, such as the removal of users when informed to do so by managers, or under exceptional circumstance.
- The maintenance of software in use by the organisation. This includes software patching routines, application or alterations or the removal of software considered to be vulnerable, the assessment of such levels of vulnerability, and the notification to all relevant staff of existing threats, emergent threats, and appropriate safe use. This information may be provided to managers in support of their responsibilities for awareness.
- The development and implementation of new technologies to build safe and secure systems. The direction of this responsibility should be agreed with the Information Security Lead.

Information Owners/Responsible Persons The approach to the use of data will determine who 'Information Owners' are. In general, the ownership or responsibility will fall to the relevant manager, or person who retains and uses the information within their workspace, for example the Lead Administrator will own the data used within the school office, including centralised pupil information; the Designated Safeguarding Lead (DSL) will own safeguarding information; and individual teachers will own class lists and pupil information where it is not held on the pupil information management system.

The Information Security Lead or their delegate will keep a record of the relevant owner or responsible person so that any issue regarding the use, management or breaches of that information may be brought to their and the DPO's attention. This is referred to as an Information Asset List, however it may be incorporated into the Record of Processing Activities (RoPA) used for data protection purposes.

Information owners will be responsible for managing the accuracy and security of their data. This will mean that their relationship with their peers and managers, where applicable, is key to ensuring the CIA Triad is observed.

Owners will also need to discuss with the Information Security Lead and DPO the implications of using third parties to process information or when sharing information. Where this includes PD or other sensitive information, appropriate agreements must be in place.

All Employees and External Individuals Everyone is responsible for information security and should be aware of and understand the requirements on them in line with this policy and any associated guidance.

Information Security Policy

The key points for all employees to remember are.

- Understanding the baseline information security controls necessary to protect the confidentiality, integrity and availability of information entrusted to them.
- Protecting information and resources from unauthorised use or disclosure.
- Protecting personal, private, sensitive information from unauthorised use or disclosure.
- Abiding by policy and guidance related to information security such as e-Safety, Acceptable Use, confidentiality agreements and the conditions of use of any device issued by school.
- Reporting suspected information security incidents or weaknesses to the appropriate manager.

Individuals who may work in the school with information but not be an employee, such as IT technicians, auditors or external agencies, must be able to demonstrate their organisation's information security approach or have an appropriate confidentiality statement within their work description.

SLT will ensure that employees/third parties are aware of what they should do if they inadvertently access information that they should not have done or discover a breach. This may be as simple as letting them know to contact the person who is responsible for them or making them aware of who the relevant manager is that they can report to.

Areas That Require Specific Adoption of Information Security

Contracts of Employment Staff suitability must be assessed at all points of employment, in line with safer recruitment policies and guidance, and all employee contracts must contain reference to confidentiality. Guidance/information in the form of the Acceptable Use Policy, Data Protection Policy or specific confidentiality guidance will be provided to employees at the appropriate time.

Control of Information Access Information shall be restricted to only those who have an acceptable business reason to access such information.

Information Owners/Responsible Persons must be consulted before access is granted or an appropriate process of access must be in place.

Passwords or emergency access without authorisation will only be made in exceptional circumstances and the decision to do so must be relayed to the relevant information owner, manager, or the Information Security Lead at the earliest possible point.

Staff Owned Devices - Bring Your Own Device (BYOD)

- Staff must not use their own devices to take images of young people. Only school equipment may be used, and images must be deleted as soon as they are no longer required, saved securely on the school system and deleted in accordance with the retention policy.
- Pass-codes or PINs must be set on personal devices to aid security; and where possible encryption applied to the device.
- Users are expected to act responsibly, safely, and respectfully in line with current acceptable use agreements.
- Users must log out of school programmes and applications when they are not in use.
- The device must have the latest updates applied.

- Passwords must not be saved, for example to the browser history.
- Users must not download data locally to the device (e.g. email attachments).

Computer Access Controls Access to computer systems must be managed by IT or the person responsible for IT. This may be by active directory or, in the case of portable devices, by providing a temporary password.

Newtown Community Primary Schoolwill adopt a form of system monitoring that can be used to determine who accessed which device and at what time, at a basic level this may be using Active Directory, Event Viewer, or a more complex User activity Monitor (UAM) software.

The fundamentals of password security are required - passwords must be kept secure and not shared which would result in misidentification (with the exception of the point regarding emergency access in the previous paragraph).

Application Access Controls Specific applications must be administered effectively by either IT or the responsible person for any third-party application. This is particularly relevant for the Pupil Management System; however, this applies to all other applications where it has been deemed that access controls are required.

When adopting a new application, a proper assessment of access controls must be made and, if necessary, locally produced guidelines regarding its use should be made. Where PD is being processed, the project lead must consider whether a Data Protection Impact Assessment (DPIA) is required (for high-risk processing) at the outset. The Data Protection Officer (DPO) must be consulted about any DPIAs completed.

Equipment Security Information may be stored in physical containers such as filing cabinets, drawers, safes, and storage rooms. It will in most cases be retained electronically, however the principles of security are the same.

Any area where information is stored must be secured in a manner appropriate to the type and sensitivity of information stored within - for example sensitive financial records, safeguarding records and HR records must be secured by lock, or if stored electronically on a secure section of the computer network isolated by specific permissions.

General lists and necessary contact details should be stored out of sight in line with a clear desk routine, or, if stored electronically, may be stored in a general open section of the computer network.

Information Owners must assess the level of security required and where necessary consult with the Information Security Lead and Head of IT. In cases where highly sensitive information is stored electronically, it should be encrypted wherever possible.

Computer Network Procedures The arrangement and control of the computer network will be documented by the headteacher or their delegate and will not remain with a single person. The reliance upon a sole individual's understanding of the system can undermine the principle of availability, if they leave or are unavailable, due to the potential loss of access, and may lead to loss of data if a full understanding of the type and location of data is not retained.

Information Security Breaches and Reporting Any breaches of information security must be reported to the Information Security Lead and, where it involves the inappropriate access via hacking, malicious attack, lack of security around an electronic system, loss of physical device or any other similar situation, IT must also be informed.

In instances where there is the potential breach of PD (both electronic and physical format), the DPO must also be informed at the earliest possible point.

Information Security Policy

The confidentiality or security of information that has been breached which was held in a physical format, i.e. paper record, application form or folder, does not need to be reported to IT in most circumstances, however the Information Security Lead must still be informed.

Protection from Malicious Software Newtown Community Primary School and its IT providers shall use software protection to detect and deny intrusion, email filtering and if possible, adopt measures such as SPF, DKIM and DMARC (to stop the organisation's email addresses getting spoofed). Users should not install software on the organisation's network without prior approval or introduce malicious software via other routes, i.e. the use of unmanaged USB devices.

The Head of IT will maintain a documented process for Cyber Security, seek formal accreditation of IT processes, or adopt standards that equate to accreditation.

Removable Media Any removable media used must be supplied and managed by the organisation and will be controlled effectively by the use of an asset register. The register will contain who has which device, when it was issued and who issued it. Frequent auditing of issued devices will take place in order to identify any unknown losses. USB port access will, if possible, be restricted either fully or to a select computer, user, or manged device.

Any external information device that someone wishes to use must be submitted to their manager and IT for approval prior to use. Where PD or information of a sensitive nature may be stored, encryption must be applied to removable media devices.

Encryption should be used as standard on removable devices, this may be in the form of a partitioned and password protected section of a USB Drive or a full device encryption on a standalone device.

Monitoring System Access and Use Systems will, where possible, provide an auditable trail of access, this is considerably more important as the type and sensitivity or the information being accessed increases. In terms of physical records, this may be limited to a single or small number of individuals or a signing in and out form and will be particularly applicable to records that contain special categories of personal data.

Electronic systems will, in many cases, have event record logs, however the responsible individual must ensure that they understand how this function works and how it may be used when required, or, if it is inadequate, work with the Head of IT or IT provider to apply any additional software as necessary.

Information contained on the organisation's systems is subject to access and monitoring and except in exceptional or agreed circumstances, should not be used for personal reasons by employees. The limitations of this are defined in the Acceptable Use Policy, contract terms or specific guidelines created for this purpose.

Accreditation and Assessment of Systems The Information Security Lead must be assured that new systems, be they physical or electronic, have been adequately assessed by the relevant manager, head of IT or responsible person.

Such assessment may not need to be formally documented but demonstration of the assessment must be recorded appropriately. Recognised accreditation will provide a significant level of assurance; however, it must be taken into account with the intended way of using any application.

System Control Change Any change made to any system must be confirmed with the Information Owner and, where any conflict arises, must be referred to the Information Security Lead. Access abilities to alter any system parameters should adhere to the 'Principle of Least Privilege'.

Business Continuity and Disaster Recovery Plans The Information Security Lead is responsible for ensuring that, in the event of any catastrophic failure of a system, there is adequate capability for

the continuation of the use of information in line with the CIA Triad. Any system which is deemed to be critical to the organisation will be included in Newtown Community Primary SchoolBusiness Continuity Plan, this may include the Pupil Management System, access to financial resources or safeguarding information.

Cyber Incident Response Plans (CIRP) will be adopted and tested. A CIRP may form part of Newtown Community Primary SchoolDisaster Recovery Plan but will be separately identifiable within that plan.

Training and Awareness Information security may not be considered a separate training topic in its own right; however, the CIA Triad will underpin any training in relation to the processing of data. This will include system use and operation, data protection training, safeguarding, and procurement training.

Document Classification

A document classification system is used to determine the appropriate level of security that will be applied to data held by Newtown Community Primary School. It may not be possible to mark individual documents with a protective marker, however, an understanding of the sensitivity of the information, particularly in relation to those areas identified in section 5 ('Areas That Require Specific Adoption of Information Security'), must determine the handling of data.

A determination of what data constitutes a higher risk may be derived from tools such as the Record of Processing Activities (RoPA), Information Asset Registers or localised guidance. Where a system is not partitioned or does not have controls to allow any alteration of security measures, it must be considered to be at the level required by the most sensitive information held.

An example of this may occur where a financial system is used to manage queries as well as hold account specific data, in this case the queries would require a relatively low level of security whereas the account specific data will require considerably more security.

As shown the data held in a system may not need to be marked, or may not be able to be marked, however when moving data outside of that boundary it must be adequately controlled, e.g. a print out of on-going safeguarding incidents which has been removed from the security of its system. In this case it may be necessary to mark the records as confidential and include the name of the owner to whom they may be returned if misplaced.

Levels of classification should be applied to meet specific requirements:

Protective Marker	Caveat	Covers
Unmarked	None	General information, school updates, public information, newsletters etc.
Confidential	Safeguarding, HR/Personnel,	Generally, information that relates to a person or may be considered personal data which was provided in confidence or may have been discussed without the intention of disclosing it to an individual or individuals.
Sensitive	Finance, HR, Planning, Policy, Contracts	This will cover information that may cause disruption to school business if inadvertently disclosed.

The key principles of data classification and handling are:

- All information, which is created, acquired, or used in support of business activities, must only be used for its intended business purpose.

Information Security Policy

- All information assets must have an information owner established within the lines of business; this should be defined in the RoPA (for PD) or other information asset list.
- Information must be properly managed from its creation, through authorised use, to proper disposal.
- All information should be classified on an ongoing basis based on its confidentiality, integrity, and availability characteristics.
- An information asset must be classified based on the highest level necessitated by its individual data elements.
- If the school is unable to determine the confidentiality classification of information or the information is personal data, the information will have a high confidentiality classification and, therefore, is subject to high confidentiality controls.
- Merging of information which creates a new information asset or situations that create the potential for merging (e.g. backup tape with multiple files) must be evaluated to determine if a new classification of the merged data is warranted.
- All reproductions of information in its entirety must carry the same confidentiality classification as the original. Partial reproductions must be evaluated to determine if a new classification is warranted.
- Each classification has an approved set of baseline controls designed to protect these classifications and these controls must be followed.
- The school will communicate the requirements for secure handling of information to its workforce.
- A written or electronic inventory of all information assets will be maintained. The RoPA will meet this requirement for personal data, however business sensitive information may necessitate an additional register.
- Content made available to the public must be reviewed according to a process defined and approved by the school. The process must include the review and approval of updates to publicly available content and must consider the type and classification of information posted.
- Personal data must not be made available without appropriate safeguards approved by the school.
- For non-public information to be released outside the school or shared between other entities, employees must adhere to processes as defined in the Acceptable Use Policy/other specific guidelines created for this purpose which as a minimum:
    1. Evaluates and documents the sensitivity of the information to be released or shared.
    2. Identifies the responsibilities of each party for protecting the information.
    3. Defines the minimum controls required to transmit and use the information.
    4. Records the measures that each party has in place to protect the information.
    5. Defines a method for compliance measurement.
    6. Provides a sign-off procedure for each party to accept responsibilities; and establishes a schedule and procedure for reviewing the controls.

Information Security Policy

Associated Policy and Guidance

- Data Protection Policy
- Acceptable Use Policy
- Insert any additional relevant policies and localised guidance.

Approval

This policy was approved by the Governing Body on 25th November 2025

Signed: Mr Chris Marshall

Headteacher