



Trust Policy

# Information Security Policy

Approver: Trustees  
Review Cycle: Triennial

Revision History			
Date	Version	Short Description of Changes	Approved by:
Feb 2020	1.00	Policy Adopted	Trustees
May 2021	1.1	No changes	Trustees
Jan 2025	2.0	Veritau template version 4 (Sept 22) adopted and approved	Trustees

This Policy Applies To:
Secondary Schools Primary Schools Centralised Trust Employees Trustees & Governors

## Document Management Information

<b>Applicable to:</b>	All staff, visitors who have access to data
<b>Development and Consultation:</b>	Developed inline with DPO template document
<b>Dissemination:</b>	Staff notified via Latest News, available on the staff hub, published on the Trust Website
<b>Implementation:</b>	To be used with all aspects of keeping data secure.
<b>Training:</b>	All staff will undergo annual data protection training
<b>Review Frequency:</b>	Triennial
<b>Based on:</b>	Veritau V4 Sept 2022 template
<b>Policy Author:</b>	Trust Compliance Officer
<b>Executive Policy Owner:</b>	Chief Operating Officer
<b>Approval by:</b>	Trust Board
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<b>Next Review Due:</b>	Jan 2028

If you require this policy in a more accessible format please contact the Trust Compliance Officer on [compliance@coastandvale.academy](mailto:compliance@coastandvale.academy)

Executive summary text for current policy version:

This policy outlines the Trust's approach to keeping data safe and secure. It should also be read in conjunction with the Acceptable Usage Policy as there are themes which overlap.

Schools will need to adapt appendix 1 and save this within their local SharePoint area as well as on Every.

This policy replaces:  
Information Security Reporting Policy – now incorporated into this one.

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## 1 Introduction and Scope

- 1.1 The Information Security policy outlines Coast and Vale Learning Trust’s (The Trust) organisational security processes and standards. The policy is based on the sixth principle of the UK GDPR which states organisations must protect personal data against unauthorised loss by implementing appropriate technical and organisational measures.
- 1.2 To ensure we meet our legal obligations, personal data should be protected by the security model known as the ‘CIA’ triad. These are three key elements of information security:
- **Confidentiality** – only authorised people should have access to information.
  - **Integrity** – information should be accurate and trustworthy.
  - **Availability** – authorised people should have access to the information and systems they need to carry out their job.
- 1.3 This policy and its appendices apply to our entire workforce. This includes employees, governors or trustees, contractors, agents and representatives, volunteers and temporary staff working for, or on behalf of, the school. Individuals who are found to knowingly or recklessly infringe this policy may face disciplinary action.
- 1.4 The Information Security policy applies to all personal data, regardless of whether it is in paper or electronic format. It should be read alongside the other policies within our information governance policy framework, including data protection, records management, and acceptable use of systems.

## 2 Access Control

- 2.1 We will maintain control over access to the personal data that we process.
- 2.2 These controls will differ depending on the format of the data and the status of the individual accessing the data. We will maintain an audit log detailing which individuals have access to which systems (both electronic and manual). This log will be maintained by the staff member identified in appendix one – a completed copy of which can be found on the school’s local folder on the Staff Hub.

### 2.3 Manual Filing Systems

- 2.3.1 Access to manual filing systems (i.e. non-electronic systems) will be controlled by a key management system. All files that contain personal data will be locked away in lockable storage units, such as a filing cabinet or a document safe, when not in use.
- 2.3.2 Keys to storage units will be stored securely. The Senior Administrator for each site will be responsible for giving individuals access to the safe place. Access will only be given to individuals who require it to carry out legitimate business functions. Where a PIN is used, the password will be changed every three months or whenever a member of staff leaves the organisation, whichever is sooner.

### 2.4 Electronic Systems

- 2.4.1 Access to electronic systems will be controlled through a system of user authentication. Individuals will be given access to electronic filing systems if required to carry out legitimate functions. We will implement Two factor authentication across all critical electronic systems.
- 2.4.2 Individuals will be required to regularly change their password and usernames will be suspended either when an individual is on long-term absence or when an individual leaves our employment.
- 2.4.3 Individuals should ensure they use different passwords for different systems to ensure if one system is compromised, that does not lead to other systems being accessed.

### 2.5 Software and Systems Audit Logs

- 2.5.1 We will ensure that all major software and systems have inbuilt audit logs, wherever possible, so that we can ensure it can monitor what users have accessed and what changes may have been made. Although this is not a preventative measure it does ensure that the integrity of the data can be assured and also deters individuals from accessing records without authorisation.

### 2.6 Data Shielding

- 2.6.1 We will restrict our workforce’s access to the personal data of family members or close friends as far as possible. Staff are reminded that access to data

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should only be for a legitimate reason. Users should declare upon employment whether they are aware of any family members or friends who are registered with us.

2.6.2 We will then keep paper files in a separate location (with access restricted to minimal employees) and where possible any electronic files will be locked down so that the declaring user cannot access that data.

2.6.3 Users who knowingly do not declare family and friends registered with us may face disciplinary proceedings and may be charged with an offence under Section 170 of the Data Protection Act 2018 (unauthorised access to information).

## **2.7 External Access**

2.7.1 On occasions we will need to allow individuals who are not part of our workforce to have access to systems. This could be, for example, for audit purposes, to fulfil an inspection, when agency staff have been brought in, or because of a partnership arrangement with another educational establishment. See appendix one for staff who are able to authorise all instances of third parties having access to systems – a completed copy of which can be found on the school's local folder on the Staff Hub.

2.7.2 We will maintain an access log, detailing who has been given access to what systems and who authorised the access.

## **2.8 Physical Security**

2.8.1 We will maintain high standards of physical security to prevent unauthorised access to personal data. We will maintain the following controls:

## **2.9 Clear Desk Policy**

2.9.1 Individuals will not leave personal data on desks, or any other working areas, unattended and will use the lockable storage units provided to secure personal data when not in use.

## **2.10 Alarm System**

2.10.1 We will maintain a security alarm system in our premises so that, when the premises are not occupied, an adequate level of security is still in operation.

## **2.11 Building Access**

2.11.1 External doors to the premises will be locked when the premises are not occupied. Only authorised individuals will be key holders for the building premises. Staff identified in appendix one will be responsible for authorising key distribution and will maintain a log of key holders – a completed copy of which can be found on the school's local folder on the Staff Hub..

## **2.12 Internal Access**

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2.12.1 Internal areas that are off limits to pupils and parents will be kept locked and only accessed through PIN, key card or keys. PINs will be changed every six months or whenever a member of staff leaves the organisation. Keys will be kept in a secure location and a log of any keys issued to staff maintained.

## 2.13 Visitor Control

2.13.1 Visitors will be required to sign in and state their name, organisation, car registration (if applicable) and nature of business. They may also be asked to provide information to help provide support in the event of an emergency. This may be either in paper or electronic format. Visitors will be escorted throughout the school (unless they are regular visitors) and will not be allowed to access restricted areas without appropriate supervision.

## 2.14 Secure Disposal

2.14.1 We will ensure that all personal data is securely disposed of in line with our Records Management Policy and retention schedule. Hard copy information will be securely destroyed by shredder or a confidential waste provider. Electronically held information will be deleted automatically with retention periods built into the system wherever possible. Otherwise, manual review and deletion will take place at least annually.

2.14.2 Redundant computer equipment will be disposed of in accordance with the Waste Electrical and Electronic Equipment (WEEE) Regulations and through secure and auditable means.

## 2.15 Environmental Security

2.15.1 As well as maintaining high standards of physical security to protect against unauthorised access to personal data, we must also protect data against environmental and natural hazards such as power loss, fire, and floods.

2.15.2 It is accepted that these hazards may be beyond our control, but we will implement the following mitigating controls:

## 2.16 Back Ups

2.16.1 We will regularly back up our electronic data and systems and carry out tests to ensure that they restore correctly. These backups will be held in a different location to the main server or held off-site by an external provider. This arrangement will be governed by a data processing agreement. Should our electronic systems be compromised by an environmental or natural hazard then we will be able to reinstate the data from the backup with minimal destruction.

## 2.17 Fire-proof Cabinets

2.17.1 We will aim to only purchase lockable data storage cabinets that can withstand exposure to fires for a short period of time. This will protect paper records held in the cabinets from any minor fires that break out on the building premises.

## 2.18 Fire Doors

- 2.18.1 Areas of the premises which contain paper records or core electronic equipment such as server boxes, will be fitted with fire doors so that data contained within those areas will be protected, for a period of time, against any fires that break out on the premises. Fire doors must not be propped open unless automatic door releases are installed.

## 2.19 Fire Alarm System

- 2.19.1 We will maintain a fire alarm system at our premises to alert individuals of potential fires and so the necessary fire protocols can be followed.

## 3 Systems and Cyber Security

- 3.1 We will protect against hazards to our IT network and electronic systems. It is recognised that the loss of, or damage to, IT systems could affect our ability to operate and could potentially endanger the safety of our pupils and workforce.
- 3.2 We will implement the following security controls in order to mitigate risks to electronic systems:

### 3.3 Software Download Restrictions

- 3.3.1 Users must request software onto our IT Service Desk. We will vet software to confirm its security certificate and ensure the software is not malicious. We will retain a list of trusted software so that this can be downloaded on to individual desktops without disruption<sup>1</sup>.

### 3.4 Firewalls and Anti-Virus Software

- 3.4.1 We will ensure that the firewalls and anti-virus software is installed on electronic devices and routers. We will update the firewalls and anti-virus software when updates are made available. We will review our firewalls and anti-virus software on an annual basis and decide if they are still fit for purpose. We will ensure that updates and patches are applied when they are available to ensure any security weaknesses are addressed as soon as they are known.

### 3.5 Shared Drives

- 3.5.1 We maintain a shared drive on our servers. Whilst users are encouraged not to store personal data on the shared drive it is recognised that on occasion there will be a genuine business requirement to do so.
- 3.5.2 The shared drive will have restricted areas that only authorised users can access. Headteachers or the Chief Operating Officer will be responsible for giving shared drive access rights to users. Information held within the shared drives will still be subject to our retention schedule.

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<sup>1</sup> Fuller details of this is available in the Acceptable Usage Policy. Any conflicts with regards to IT provision between this policy and the Acceptable Usage Policy, then the later will apply.



### 3.6 SharePoint

3.6.1 The Trust is increasingly moving towards cloud storage and utilises SharePoint as the main means of storing files for easy access. Staff are encouraged to use this as it is safe and information is available across the entire Trust rather than in each school.

3.6.2 The Chief Operating Officer / Headteachers and/or Business Managers are the only people who are able to grant access to staff.

### 3.7 Phishing Emails

3.7.1 In order to avoid our computer systems from being compromised through phishing emails, users are encouraged not to click on links that have been sent to them in emails when the source of that email is unverified. Employees will also take care when clicking on links from trusted sources in case those email accounts have been compromised. Users will check with our IT provider if they are unsure about the validity of an email and must immediately inform our IT provider if they have clicked on a suspicious link. We will ensure staff have received adequate training to be able to recognise such emails. We will also undertake periodic simulated phishing emails.

## 4 Communications Security

4.1 The transmission of personal data is a key business need and, when operated securely is a benefit to us and pupils alike. However, data transmission is extremely susceptible to unauthorised and/or malicious loss or corruption. We have implemented the following transmission security controls to mitigate these risks.

### 4.2 Sending personal data by post

4.2.1 When sending personal data, excluding special category data, by post, we will use Royal Mail's standard postal service. Individuals will double check addresses before sending and will ensure that the sending envelope does not contain any data which is not intended for the data subject. A double check should also be made that the correct document has been put into the correct envelope, especially when working at scale, for this reason window envelopes should be used where possible.

### 4.3 Sending special category data by post

4.3.1 When sending special category data by post we will use Royal Mail's 1st Class Recorded postal service. Individuals will double check addresses before sending and will ensure that the sending envelope does not contain any data which is not intended for the data subject. If the envelope contains information that is thought to be particularly sensitive, individuals are advised to have the envelope double checked by a colleague.

### 4.4 Sending personal data by email

4.4.1 We will only send personal data and special category data by email if using a secure email transmission portal.

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4.4.2 Individuals will always double check the recipient's email address to ensure that the email is being sent to the intended individual(s). Use of autocomplete should be strongly discouraged.

4.4.3 When sending emails to a large number of recipients, such as a mail shot, or when it would not be appropriate for recipients to know each other's email addresses then we will utilise the Blind Copy (BCC) function.

#### **4.5 Exceptional Circumstances**

4.5.1 In exceptional circumstances we may wish to hand deliver, or use a direct courier, to ensure safe transmission of personal data. This could be because the personal data is so sensitive that the usual transmission methods would not be considered secure, or because the volume of the data that needs to be transmitted is too big for usual transmission methods.

### **5 Data Breaches**

5.1 Article 33 of the UK GDPR requires data controllers to report breaches of personal data to the Information Commissioner's Officer; and sometimes the affected data subject(s), within 72 hours of discovery if the incident is likely to result in a risk to the rights and freedoms of the data subject(s).

5.2 All actual and suspected breaches of security or confidentiality are to be reported in accordance with the Data Breach Procedure set out in Appendix One of this document.

### **6 Business Continuity**

6.1 We will ensure that we have a business continuity plan in place to ensure we can continue normal business in the event of a security incident.

6.2 We will ensure that we have a Critical Incident Plan in place to ensure a process is documented for what to do, who to call and what the priorities are in the event of a disaster.

6.3 We have a process in place for testing, assessing and evaluating the effectiveness of the measures we have in place.

6.4 We will obtain appropriate insurance which includes cyber security cover, to ensure we can cover the costs of a serious cyber event.

## Appendix One – Staff Responsibilities

**School Name:**

Access Controls (as per 2.2)

Staff member	Job title	Notes

Approval of access to third parties (as per 2.7)

Staff member	Job title	Notes

Distribution of keys (as per 2.11)

Staff member	Job title	Notes

A copy of this should be kept on the Local Policies folder on the Staff Hub as well as on Every.

## Appendix Two – Data Breach Procedure

### 1.1 Introduction

1.1.1 To enable us to report serious incidents to the ICO within 72 hours it is vital that we have a robust system in place to manage, contain, and report such incidents.

1.1.2 This procedure has been written to govern our management of data breaches.

### 1.2 Roles and Responsibilities

Single Point of Contact (SPOC) – See table below

Senior Information Risk Owner (SIRO) – Paul Tarn with Micheala Dennis having day to day oversight.

Information Asset Owner (IAO) – as detailed in the Information Asset Registers.

Data Protection Officer (DPO) – Veritau.

#### Single Point of Contact

School	Job Role	Email address
Filey School	PA to the Headteacher	admin@fs.coastandvale.academy
Friarage Community Primary School	Business Manager	admin@fr.coastandvale.academy
Lady Lumley's School	Business Manager	admin@ll.coastandvale.academy
Newby and Scalby Primary School	School Compliance Officer	admin@ns.coastandvale.academy
Scalby School	Business Manager	admin@sc.coastandvale.academy
Scarborough UTC	Office Administration Manager	enquiries@su.coastandvale.academy
Trust Central Team	Trust Compliance Officer	compliance@coastandvale.academy

### 1.3 Immediate Actions (within 24 hours)

1.3.1 If any member of the workforce is made aware of an actual data breach, or an information security event (a 'near-miss'), they must report it to their line manager and the Single Point of Contact (SPOC) as soon as possible and within 24 hours. If the SPOC is not at work at the time of the notification, their nominated deputy would need to start the investigation process.

1.3.2 The SPOC should inform the Trust Compliance Officer (TCO) about the event, who will offer support and guidance.

1.3.3 If the breach has the potential to have serious or wide-reaching detriment to data subjects, then the Data Protection Officer must be contacted within this 24-hour period.

1.3.4 If appropriate, the individual who discovered the breach, or their line manager, will make every effort to retrieve the information and/or ensure recipient parties do not possess a copy of the information.

#### **1.4 Assigning Investigation (within 48 hours)**

1.4.1 Once received, the SPOC will assess the data protection risks and determine the severity rating using the Risk Matrix. An Investigation Report should also be completed. A form is available on the staff hub which includes the risk matrix.

1.4.2 The SPOC will notify the Headteacher, Trust Compliance Officer (TCO), if this has not already been done and the relevant Information Asset Owner (IAO) that the breach has taken place. The SPOC will recommend immediate actions that need to take place to contain the incident, with support as needed from the TCO.

1.4.3 For Moderate or higher rated breaches the TCO will inform the SIRO about the breach.

1.4.4 The IAO will assign an officer to investigate any near misses, very low, low and moderate incidents. High or very high incidents will be investigated by the TCO or SIRO, with assistance from the Data Protection Officer (DPO).

#### **1.5 Reporting to the ICO/Data Subjects (within 72 hours)**

1.5.1 The SIRO, in conjunction with the relevant manager, SPOC, TCO, IAO and DPO will decide whether the incident needs to be reported to the ICO, and whether any data subjects need to be informed. The relevant member of staff/IAO will be responsible for liaising with data subjects and the DPO for liaising with the ICO.

#### **1.6 Investigating and Concluding Incidents**

1.6.1 The SPOC will ensure that all investigations have identified all potential information risks and that remedial actions have been implemented.

1.6.2 When the DPO has investigated a data breach, the SIRO must sign off the investigation report and ensure recommendations are implemented.

1.6.3 The TCO will ensure all investigations have been carried out thoroughly and all highlighted information security risks addressed.

1.6.4 All incidences should be recorded on our Data Breach Log, along with the outcome of the investigation, this is done by the TCO and a summary of data breaches is reported to the Trustees on a termly basis.

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1.6.5 DPO contact details:

Schools Data Protection Officer  
Veritau  
West Offices  
Station Rise  
York  
North Yorkshire  
YO1 6GA



[schoolsDPO@veritau.co.uk](mailto:schoolsDPO@veritau.co.uk) // 01904 554025

## **Appendix Three – Remote Working Policy**

### **1.1 Introduction**

On some occasions our workforce may need to work at home or remotely. Where this is the case, the workforce will adhere to the following controls. Staff should also be aware of the Acceptable Usage Policy. Any conflicts with regards to remote working between this policy and the Acceptable Usage Policy, then the later will apply.

### **1.2 Lockable Storage**

Individuals will ensure they have lockable storage to keep personal data and our equipment safe from loss or theft.

Individuals must not keep personal data or our equipment unsupervised at home for extended periods of time (during periods of annual leave).

Individuals must not keep personal data or our equipment in cars if unsupervised.

### **1.3 Private Working Area**

Individuals must not work with personal data in areas where other individuals could potentially view or even copy the personal data (for example on public transport, in cafes).

Individuals should also take care to ensure that other household members do not have access to personal data and do not use our equipment for their own personal use.

### **1.4 Trusted Wi-Fi Connections**

Individuals will only connect their devices to trusted Wi-Fi connections and will not use 'free public Wi-Fi' or 'Guest Wi-Fi'. This is because such connections are susceptible to malicious intrusion.

When using home Wi-Fi networks individuals should ensure that they have appropriate anti-virus software and firewalls installed to safeguard against malicious intrusion. If in doubt, assistance should be sought from our IT provider.

### **1.5 Encrypted Devices and Email Accounts**

Individuals will only use encrypted devices issued by ourselves to access school data, unless authorised by the SIRO in accordance with the acceptable use policies.

Individuals will not use personal email accounts to access or transmit school related personal data. Individuals must only use Trust issued, email accounts.

## 1.6 Data Removal and Return

Individuals will only take personal data away from our premises if this is required for a genuine business need. Individuals will take care to limit the amount of data taken away from the premises and will ensure that all data is returned to our premises either for re-filing or for safe destruction. Individuals will not destroy data away from the premises as safe destruction cannot be guaranteed.