

Any School

Policy for the Management of Information

[Author Name] [Date Adopted] [Date for Review]

The school will be aware of and comply with all Current Data Protection Legislation in effect.

Ownership of the Management Process will rest with the Headteacher who is responsible for ensuring that all aspects of Data Management are dealt with in accordance with this policy.

All Data pertaining to the school will be held on the school administrative computer [or network] and will be password protected. Access to the data will be password protected and only the Headteacher, their Deputy and the School Administrator shall have access.

Passwords should be changed once a month to ensure security and where possible should contain upper and lower case letters mixed with numbers and the length of the password should be greater than six characters.

Input of Data is the responsibility of the School Administrator who should ensure that all data pertaining to the school is input in an accurate and correct manner. [However it may be that a clerical assistant can have limited access to enable low level data input]

The production of reports based on School Data is the responsibility of the Headteacher, the Deputy Headteacher and the Administrator, depending upon the nature of the report. Reports may take the form of printouts or electronic media for transfer via post or e-mail. All reasonable steps will be taken to ensure security of such information.

Any removable media used to transfer or hold data must be encrypted/password protected and all reasonable steps taken to ensure security of such media

If Data is stored on a school laptop it must be securely encrypted/password protected to guard against unauthorised and illegal access.

Where e-mail is used to transfer data, security measures must be maintained, and systems for password protection of mail accounts must be adhered to. All users with access to school mail systems should have secure passwords and are responsible for ensuring that their own security is maintained.

Reports are produced for a variety of audiences, such as Governors, Staff, Parents, LA and National Government, and transfer schools, and are confidential to their intended audience.

Reports and information once printed remain confidential and Governors and staff should be aware of basic security to ensure that data and information is not accessed by unauthorised persons.

Provision of Authorised Information to Government bodies, LA and other schools in the form of PLASC Census, Attendance Data, LA Census and requests, and School transfers etc. is the responsibility of the Administration officer and ultimately the Headteacher to ensure requests are met.

Where legitimate requests for information are made to the school then the school will endeavour to comply with such requests within 5 working days or within request deadlines when set by Local and National Government.

This policy was adopted by the Governing Body on _____/_____/_____

It is due for revue on _____/_____/_____