

## Appendix 3

### Saint Robert Lawrence Catholic Academy Trust

#### Information Security Procedures

The Trust reserves the right to monitor the use of ICT systems and information including email and internet usage, to protect the confidentiality, integrity and availability of the Trust's information assets and ensure compliance with Trust policies.

The Trust has the following procedures in place to safeguard information.

Access Control	Staff are allocated permissions on the network relevant to their job role, status, expertise and authority. Access to paper copies is restricted to those whose job involves the legitimate processing of that data.
Encryption and Cryptographic controls	The Trust has instigated system wide controls which prevent the use of non-encrypted devices gaining access to the network. The Trust has instigated policies which prohibit the use of own devices which are not encrypted. Staff have received training and an advice leaflet.
ICT , internet and Email Acceptable Use	Staff and pupils are issued with an Acceptable Use Policy and Codes of Conduct which all are required to accept and sign. Failure to comply with these codes is a disciplinary offence. Staff are reminded regularly through staff briefing. Students are reminded as part of the ICT curriculum.
Data Backup and Recovery	The Trust has procedures in place to ensure its network and the data contained on it is backed up and that the back ups are available to restore in the event of a critical incident. The Trust obtains from third party data processors assurances that they also have robust back up procedures in place.
Password Protection	The Trust has a password policy in place which is built in to the ICT system and requires all users to set a secure password which must be changed regularly. Staff have been given guidance on how to password protect documents.
Secure Email	All staff know to use only the academy email addresses for academy and Trust business. Staff have been issued with guidance on how to encrypt emails.
Secure File Transfer	The Trust uses the recommended Common Transfer File and Admissions Transfer File to send and receive pupil data between schools and between the Trust and the Local Authority.
Records Retention and Disposal	The Trust has a Records Retention Schedule in place which lists all types of data and information. The Trust archive is maintained and documents are retrieved for confidential and secure disposal annually.
Public Internet Access – guest WiFi	The Trust provides a guest WiFi connection which allows access to the internet without access to any of the Academy Trust systems.
Business Continuity	The Trust has in place a Business Continuity Management Plan which includes an ICT Disaster Recovery Plan which is tested for effectiveness annually.
Third Party Data Processors	The Trust has issued a letter to each third party data processor to seek assurances that the data processor is compliant with GDPR. All new suppliers and data processors will need to complete a declaration.