

Bressingham Primary School

Information Protection and Security Policy

Notification to the Information Commissioner

1. The Eight Data Protection Principles will be prominently displayed throughout the school and explained to staff.
2. A risk assessment exercise for information protection and security issues will be carried out and documented at least once a year by the admin officer.
3. A school business continuity plan will be reviewed at least once a year.
4. Effective controls, including passwords and physical security will be maintained to prevent unauthorised access to both computer and manual records.
5. Any new system developed will have a clear written explanation as to what the school will receive and suppliers will specify and give written undertakings as to the information protection and security requirements, this clause should form part of the contractual agreement with suppliers when dealing with personal information.
6. Information and security breaches will be investigated and the appropriate actions taken documented.
7. Guidance on information protection and security matters including secure handling, disclosure, transfer and final destruction of information will be made available to all staff. [\(See Data Protection Guidance for Schools 1998\)](#)
8. When disclosing any personal details and publishing details of pupils, including **photographs/images** care will be taken to ensure that individuals are not put at risk or harm and consent will be obtained where necessary prior to disclosure.

<i>Group:</i>	School	DOCUMENT DETAILS		<i>Scope:</i>	Bressingham
<i>Date of Last Review:</i>	March 2018	<i>Next Review Date:</i>	March 2020	<i>Reviewing Body:</i>	FGB