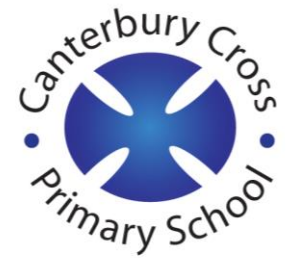




Canterbury Cross Education Trust

Head Teacher: Khalid Din BA (Hons)



Information Security Policy

The Governing Body and Senior Leadership Team of Canterbury Cross Primary School, located at Canterbury Road, Birchfield, Birmingham B20 3AA, are committed to preserving the confidentiality, integrity and availability of all the physical and electronic information assets throughout their organisation in order to preserve its legal, regulatory and requirements.

Canterbury Cross Primary School's current strategic business plan and risk management framework provide the context for identifying, assessing, evaluation and controlling information-related risks.

In particular, business continuity and contingency plans, data back-up procedures, avoidance of viruses and hacks, access control to systems and information security incident reporting are fundamental to this policy.

Canterbury Cross Primary School aims to achieve specific, defined information security objectives, which are developed in accordance with the business objectives, the context of the organisation, and the results of risk assessments and associated risk reduction plans.

All governors, employees and volunteers and Canterbury Cross Primary School and any associated data processors are expected to comply with this policy. All governors, employees and volunteers will receive appropriate training. Data processors will be required to provide training of a similar nature. The consequences of breaching the information security policy are set out in the code of conduct and contracts and agreements with third parties.

The policy will be reviewed in response to any changes in the risk assessment or risk treatment plan and at least annually.



Where bright futures begin...

In this policy, 'Information security' is defined as:

Preserving - This means that governors, all full-time or part-time employees, volunteers, sub-contractors, project consultants and any external parties have, and will, be made aware of their responsibilities to preserve information security, to report security breaches and to act in accordance with the requirements of law. All governors, employees and volunteers will receive information security awareness training and more specialised employees will receive appropriately specific information security training.

The availability - This means that information and associated assets should be accessible to authorised users when required, and therefore physically secure. The computer network must be resilient, and Canterbury Cross Primary School must be able to detect and respond rapidly to incidents, such as viruses and other malware that threatens the continued availability of assets, systems and information. There must be appropriate business continuity plans.

Confidentiality - This involves ensuring that information is only accessible to those authorised to access it and therefore preventing both deliberate and accidental unauthorised access to Canterbury Cross Primary School's information and its systems, including its network and website.

Integrity - This involves safeguarding the accuracy and completeness of information and processing methods, and therefore requires preventing deliberate or accidental, partial or complete destruction or unauthorised modification, of either physical assets or electronic data. There must be appropriate contingency, including for the network and website, and data back-up plans and security incident reporting. Canterbury Cross Primary School must comply with all relevant data-related legislation in those jurisdictions within which it operates.

Physical (assets) - The physical assets of Canterbury Cross Primary School including, but not limited to, computer hardware, data cabling, telephone systems, filing systems and physical data files.

Information Assets - The information assets include information printed or written on paper, transmitted by post, shown in films, or spoken in conversation, as well as information stored electronically on servers, websites, PCs, laptops, mobile phones and PDAs, as well as on CD ROMs, floppy disks, USB memory stick, back-up tapes and any other digital or magnetic media, and information transmitted electronically by any means. In this context 'data' also includes sets of instructions that tell the systems how to manipulate information (i.e. the software: operating systems, applications, utilities, etc.)

Organisation name - Canterbury Cross Primary School and such partners that are part of our integrated network and have signed up to our security policy.

A Security Breach is any incident or activity that causes, or may cause, a break down in the availability, confidentiality or integrity of the physical or electronic information assets of Canterbury Cross Primary School.

Document Owner and Approval

The Data Protection Officer is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements stated above. A current version of this document is available to all members of staff.

Signature:

Date:

Change History Record

Issue	Description of Change	Approval	Date of Issue
001		Canterbury Cross Primary School	