



Davenant Foundation School

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SECURITY MEASURES

An outline of the Organisational and Technical Security Measures deemed appropriate by the Data Controller for the nature of the personal data processed by the Controller and any Data Processors acting on its behalf.

Description of Security Measures employed to safeguard the processing of Personal Data

1. Organisational

a. Policies & Documented Procedures.

Employees, with detailed knowledge of legal requirements and Davenant Foundation School's processes; draft policies relating to information governance issues. (IGS templates to support) All policies have documented review dates and ownership is assigned. Reviews are held ahead of the expiry date or sooner, where there is an identified issue. All policies follow a governance route for approval. Key policies are published on the organisation's website for transparency.

b. Roles

Davenant Foundation School has a named Data Protection Officer who is Lauri Almond from Essex County Council. This Officer executes the role by reporting the outcome of statutory process to Adam Thorne (Head Teacher) who acts as Davenant Foundation School's Senior Information Risk Owner (SIRO).

Information Champion, Emma Browne (Assistant Head Teacher) plays a key role in ensuring that Davenant Foundation School maintains an effective framework for managing information, enabling business needs to be met within an agile and flexible environment and allowing the school to work closely with partners; exchanging information legally, safely and securely.

c. Training

Davenant Foundation School regularly reviews employee roles, to ensure that training and awareness messages are appropriate to the nature and sensitivity of the data processing undertaken. Induction processes ensure new employees receive appropriate training before accessing personal data, and all other employees receive refresher training annually. All training received is documented for evidence purposes.

d. Risk Management & Privacy by Design

Davenant Foundation School identifies information compliance risks on its risk register. Risks are assigned clear ownership, rated against a consistent schema, (IGS approved) appropriate mitigations are identified and are annually reviewed.

Davenant Foundation School has a robust Privacy Impact Assessment Process and Data Privacy Impact Assessments (DPIA) are completed, where required.

e. Contractual Controls

All Data Processors handling personal data on behalf of Davenant Foundation School have given assurances about the compliance of their processes; either through procurement assurances / evidence, contractual agreement controls, risk assessments or supplementary statements.

Non- Disclosure Agreements are sought if; an individual and/or organisation require third party access to Davenant Foundation School's data, which has not agreed to a contract or similar agreement with appropriate clause covering information handling.

f. Physical Security

All employees or contractors who have access to our premises, where personal data is processed are provided with Identity Lanyards, which validate their entitlement to access. Davenant Foundation School operates processes, which ensure only those individuals who have an entitlement to access our premises, are able to. Access to physical storage holding sensitive personal data, is further restricted either through lockable equipment with key or code control procedures or through auditable access to specific rooms/ areas of buildings.

g. Security Incident Management

Davenant Foundation School maintains a security incident / breach-reporting process, which, with the support of appropriate training, defines what, constitutes a breach of these security measures to facilitate reporting of incidents. The process covers investigation of incidents, risk rating and decisions over whether to notify an incident to the Information Commissioner's Office (ICO) within the statutory

timescale. Incidents are reported to senior leaders, actions are consistently taken, and lessons learned implemented.

2. Technical

a. Data at Rest

i. Use of Hosting Services

Some personal data is processed externally to Davenant Foundation School's managed environment by third parties in data centres; under agreed terms and conditions, which evidence appropriate security measures.

ii. Firewalls

Access to Davenant Foundation School managed environment is protected by maintained firewalls.

iii. Administrator Rights

Enhanced privileges associated with administrator accounts are strictly managed. (For example: Management Information System - SIMS / PARS) Managers of appropriate seniority hold administrator rights.

iv. Access Controls

Access permissions to personal data held on IT systems is managed through the IT department on a user-by-user requirement basis. Managers of appropriate seniority inform IT professionals of additions, and amendments of staff accounts, where required. Davenant Foundation School staff work to the principle of **HOURS**. Data is:

Held securely and confidentially

Obtained fairly and efficiently

Recorded accurately and reliably

Used effectively and ethically

Shared appropriately and lawfully.

v. Password Management

Davenant Foundation School requires a mandatory password complexity combination of minimum length and characters (the minimum number of characters is now set to 12.)

vi. Anti-Malware & Patching

Davenant Foundation School operates a best practice of an 'as and when' requirement process, highlighted by users of the system (for example: SIMS), which facilitates the prompt implementation of any security updates and/or feature updates provided by the suppliers of active software products.

vii. Disaster Recovery & Business Continuity

As part of Davenant Foundation School's Incident Management Plan, there is provision to ensure, effective processes are in place, to safeguard personal data during a service outage incident. (Physical lockdown of data) Network security from a secondary location may be required to re-establish secure access for processing data services and systems access (permissions, data and servers) subject to re-location. Davenant Foundation School invests in a Cyber Insurance Policy for additional protection.

b. Data in Transit

i. Secure email

Davenant Foundation School has access to secure email software for communicating with some third parties where licensing agreements permit this. Sensitive data will be sent using such tools where available. Where software is not available, a system of password protecting sensitive data in email attachments is employed.

ii. Secure Websites

Davenant Foundation School has access to third party websites, which allow for secure upload of personal data. Davenant Foundation School uses these facilities to fulfil statutory obligations to report personal data to other public authorities. (For example: work force census)

iii. Encrypted Hardware

Devices, which store or provide access to personal data, are secured by password access. Removable media such as memory sticks are encrypted.

iv. Hard-Copy Data

The removal of personal data in hard-copy form is controlled by Davenant Foundation School's Data Handling Security policy, which requires employees to take steps to conceal the data and appropriately secure the data during transport.

These security measures are reviewed annually; approved as accurate and appropriate by Davenant Foundation School's governance process.