



Guidance for Trustees and Local Advisory Board Members on Information Security.

Based on a template from Information Governance Services (Dudley)

Guidance for Governors – Keeping Information Safe!

Whilst performing the role of a Trustee or Advisory Board Member, you will be in receipt/possession of information which could potentially be of a sensitive and confidential nature. This could be information relating to the budget, disciplinary matters, or complaints.

It is an individual's responsibility to maintain the security for both paper and electronic documents that are held whilst performing the role of a Trustee/Local Advisory Board Member. Consideration must also be given to the sharing of this information, either electronically or in hard copy, and also how the information is to be viewed, stored and disposed of.

Any personal information must be processed in accordance with the requirements of Data Protection Law and its six principles. In summary, it must be protected, only be made available to those who are required to see the information and it should only be kept for as long as is necessary. Once it is no longer required it must be disposed of securely.

Below are some points that need to be considered when handling school information.

- Is information sent to you via email? Who else may have access to this email account? Is there an alternative email address that can be used?
- Could information be accessed via the schools ICT System?
- Do you print any documents at home or do you receive documents in the post? How are these stored so they are not accessed by anyone who does not have authorisation to see the information?
- Are you aware of your surroundings when you access information electronically and who may also be able to read the information that you are viewing?
- Do you dispose of any information securely to avoid accidental disclosure? E.g shredding, returned to school to be disposed of through the confidential waste collection service.

If you have any questions please contact The Headteacher of the Academy or the CEO.