Information Governance Support

Essex County Council

Approved by	Governing Body
Date Approved	5th March 2019
Version	1
Review Date	Annually

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

      All policies are in place and a clear policy review schedule is set up

   b. Roles

      All key roles are assigned

   c. Training

      Induction and refresher training takes place each year and GDPR is reviewed at all staff meetings

   d. Risk Management & Privacy by Design

      All risk assessments and privacy controls are in place

   e. Contractual Controls
      We have controls in place for all contract providers

   f. Physical Security

      All data is security protected and the site is protected by alarm systems and locks

   g. Security Incident Management

      All staff are trained in security incident management and we follow advice from Essex

2. Technical

   a. Data at Rest

      i. Use of Hosting Services is given permission by our Data Protection Officer

    ii.   Firewalls protect data

    iii.   Administrator Rights are restricted to named people only

    iv.   Access Controls

    Staff have differing access dependent on their roles
    v.   Password Management

    Passwords are changed regularly
    vi.   Anti-Malware & Patching

Software is maintained by Daisy Updata
    vii.   Disaster Recovery & Business Continuity

    We have a set policy for this
b. Data in Transit

    i.   Secure email

    ii.   Secure Websites which is run by the school

    iii.   Encrypted Hardware – memory sticks are not used

[Use of encryption on portable hardware such as laptops, tablets, mobile phones, memory sticks, hard-drives etc]

    iv.   Hard-Copy Data
Staff understand via the Code of Conduct how to be careful when transmitting data

igs