

28. Information Systems/Data Protection

Preamble

Management information systems are an essential tool in the management of the school's resources and the maintenance and analysis of financial and other relevant data. These Financial Regulations seek to provide a consistent framework for the control of information systems relating to financial management and to ensure compliance with the Data Protection Act 1998¹. Guidance for users is set out in the 'Data Protection and Security a Summary for Schools' document.

Management Information Systems encourage comprehensive and integrated functionality for managing school business processes and whole school improvement. They support schools in responding to The Children and Young Persons Plan by enabling them to view a more rounded picture of a child. They also support schools in the preparation and ability to produce statutory returns for pupils and staff (School Pupil Census and School Workforce Census).

Under the Data Protection Act 1998 all schools processing personal data must comply with the eight enforceable principles of good practice. Data must:

- Be fairly and lawfully processed
- Be processed for limited purposes
- Be adequate, relevant and not excessive
- Be accurate
- Not be kept longer than necessary
- Be processed in accordance with the data subject's rights
- Be secure
- Not be transferred to other countries without adequate protection.

To comply with these principles every school processing personal data must notify as required under the Act. Failure to notify is a criminal offence. You can find out more about your school's need to notify from the Information Commissioner's Office (ICO) website.

¹ In May 2018 a new law will come into force which fundamentally affects the way that data is used to market, provide services and run your organisation. See General Data Protection Regulations (GDPR) on local authority website.

The Data Protection Act 1998 has replaced the 1984 Act. If your governing body and Headteacher have each registered under the 1984 Act, the two register entries will probably expire at different times. You are required to notify at the time the first of these register entries expires. The second register entry will need to be removed at the same time. You will be sent the appropriate forms by the Information Commissioner before the first of the register entries expires.

See also:

Data protection Act 1998

Data protection and Security a Summary for Schools

Information Commissioner's website

Regulations

- 28.1. The Governing Body and the Headteacher shall be responsible for ensuring compliance with the requirements of the Data Protection Act 1998 in relation to the control of access to financial and personal data held on school computer systems and shall notify all personal computer data held at the school. The governors and Headteacher must take out all necessary registrations and ensure that they are renewed.
- 28.2. For the purpose of the Data Protection Act 1998, ICT Services acts as the Data Protection Officer / Data Controller for the Childrens Services Directorate. The main principles of the Data Protection Act 1998 are given in section A37 of these Financial Regulations. However, individual schools should designate someone to be the data controller. It would be the responsibility of the school data controller to ensure that the provisions of the Data Protection Act 1998 are fully complied with. A register of people advising on IT within the school will need to be maintained.
- 28.3. Headteachers shall be responsible for controlling access within their schools to network and local computer installations and for the control of IT systems in accordance, where applicable, Guidance on Data Protection can be found on the Oxfordshire County Council Intranet site.
- 28.4. All employees are responsible for complying with the County Council's Policy Statement on Information Security, which can be found on the Oxfordshire County Council Intranet site.
- 28.5. The Governing Body and the Headteacher shall ensure that current and future computers acquired by the schools are maintained as virus free.
- 28.6. The Governing Body and the Headteacher shall ensure that adequate arrangements exist for maintaining proper security of information held through

the control of users, use and regular changing of passwords, and the regular taking and secure storage of back-up copies and the use of appropriate and regularly updated virus protection software.

- 28.7. The Headteacher shall be responsible for the determination of user access rights to information systems, so as to provide adequate separation of duties in accordance with guidance issued by the FBP CEF.
- 28.8. Headteachers shall be responsible for the safe custody of all computer hardware under the control of the school and shall record all equipment purchased and acquired in an inventory.
- 28.9. Headteachers shall be responsible for the safe custody of all computer application software under the control of the school and shall ensure compliance with software licence agreements, and record all such software purchased and acquired on an inventory.
- 28.10. Headteachers shall seek the approval of the FBP CEF before the development of new systems, or significant amendments to existing systems, both manual and computer based, which involve financial operations or produce management data which forms the basis of financial decisions.
- 28.11. Where these developments affect all or the majority of schools (e.g. a move to a new version of the approved accounting system), this approval will be sought by the relevant officer in the appropriate Directorate.
- 28.12. A disaster recovery plan should be prepared and reviewed by the Governing Body at least annually, and tested at appropriate intervals, to ensure that all essential financial management and administrative functions, and manual and computerised financial systems and activities, have adequate and effective disaster recovery arrangements. This plan should be integrated with any overall disaster recovery plan, which the school is required to maintain.
- 28.13. The Headteacher will be responsible for ensuring that all teachers and staff who wish to use Remote Access facilities to access data have agreed to the Schools Acceptable use of ICT Policy and the Safeguarding of Pupils policy.
- 28.14. The Information Management systems will only be accessed by employees using their own "User Name" and "Password".
- 28.15. The Headteacher shall ensure that the ICT Service Desk is contacted for any of the following reasons:
 - a) Suspicion of a Virus attack on any PC or laptop
 - b) if they believe that any personal login details have become know to another person – for any Central ICT System
- 28.16. Headteachers and Governors shall ensure that redundant hardware is disposed of securely and safely – reference can be found in the (now archived but available) 'Data Protection and Security a Summary for Schools'.

Useful Links for Reference

Link	<u>Oxfordshire County Council Data Protection Web site</u>
Type	Web
Publisher	Oxfordshire County Council
Description	Data Protection Web site which includes a series of useful documents about Data Protection and general information for Schools and a selection of resources covering a range of topics

Link	<u>Data Protection and Security a Summary in Schools</u>
Type	PDF, 216Kb
Publisher	Becta [Archived content]
Description	Becta ICT Advice

Link	<u>Statement on Intranet Security</u>
Type	Web
Publisher	Oxfordshire County Council

Link	<u>Data Protection (replaced by Governors' Handbook)</u>
Type	Web
Publisher	Department for Education

Link	<u>Data Management (replaced by Governors' Handbook)</u>
Type	Web
Publisher	Department for Education
Description	Information and guidance on data management including an overview of legal data-protection issues around collecting and sharing personal data

Link	<u>Data Protection Personal Data</u> (replaced by Governors' Handbook)
Type	Web
Publisher	Department of Education
Description	Information on the legal requirements for all schools when processing personal data as set out in the Data Protection Act 1998

Link	<u>School Census</u>
Type	Web
Publisher	Department for Education

Link	<u>School Workforce Census</u>
Type	Web
Publisher	Department for Education