Oakwood Infant and Nursery School

Information Governance Framework
(OAK079/03/2024)

School Mission Statement

At Oakwood Infant and Nursery School we provide a safe, healthy, happy and creative learning environment for everyone, through high expectations and mutual respect.

We are all stars, watch us shine.

Agreed: March 2023

Approved: March 2023

To be reviewed: March 2024

Executive summary

This document describes the governance aims and deliverables for Oakwood Infant and Nursery School.

It confirms the commitment of Oakwood Infant and Nursery School to compliance with information rights legislation under GDPR. It also confirms our commitment to good practice through the implementation of, and adherence to our own guidance.

It sets out an approach that will deliver all the essential compliance elements, in a way that also actively enables and supports their delivery.

Information governance describes the approach within which accountability, standards, policies and procedures are developed and implemented, to ensure that all information created, obtained or received by Oakwood Infant and Nursery School is held and used appropriately.

Information governance aims

Oakwood Infant and Nursery School's six information governance aims are outlined here.

1. **Policy**

We will implement information governance policies which are embedded in the day to day educational activities of Oakwood Infant and Nursery School and which are compliant with relevant legislation, standards and codes of practice and demonstrate good practice. We will implement risk-based information governance policies which are clear, accessible, and flexible and aligned with the school's requirements.

2. **Awareness**

We will ensure that there is a high level of staff and supplier awareness of information governance policy and processes to help achieve compliance and to reduce the risk of non-compliance through human error. We will foster a culture of personal responsibility, ownership and commitment to high standards in information handling to support and enable our business processes.

3. **Monitoring and assurance**

We will ensure that there are processes in place to check whether information governance policy is being implemented and to measure the effectiveness of the control environment.

4. **Records and information management**

We will ensure that effective processes are in place to manage our records and information. From creation or receipt through to disposal, we will meet our obligations under GDPR legislation.

The effective management of our records and information will ensure that we know what information is available to us and where it is stored. It will also enable us to respond promptly to information requests, and through the timely publication of information, increase our openness and transparency about what we do.

5. Information security

We will implement information security policies which take account of legislative requirements, guidance and the codes of practice we are subject to, but which are appropriate, proportionate, measured and part of the normal educational activities of the school. We will support our staff by ensuring that information security policy and processes are clear and accessible, that help, and guidance are available when needed, and by providing appropriate training to minimise the risk of human error.

6. Collection and use of personal information

Personal information received or obtained by Oakwood Infant and Nursery School is managed and used responsibly, securely and fairly. We will promote transparency and openness about how we handle personal information which supports the running of the school, including records relating to children, staff, 3rd party suppliers, and our IT.

Senior Information Risk Owner (SIRO)

The SIRO has responsibility for sponsoring and promoting information governance policy.

The Information Governance Steering Group (IGSG)

The IGSG is chaired by the SIRO. The responsibilities of the IGSG include:

- agreeing information governance policy;
- considering any lessons learned;
- monitoring progress on the delivery of the information governance strategy;
- identifying information governance risks and ensuring appropriate mitigation is in place;
- ensuring any issues are addressed and;
- identifying and discussing any new information legislation impacts.

The Information Governance team

The Information Governance team consists of the Board of Governors and Oakwood Infant and Nursery School senior leadership team.

The team is responsible for:

- the development and implementation of an effective strategy to deliver sound and compliant information governance practices;
- the development and promotion of information governance policy;
- ensuring all staff at Oakwood Infant and Nursery School are aware of and understand the information governance strategy and policies, and have a good understanding of their role and responsibilities;
- providing advice and assistance ensure that local procedures are in place to underpin and implement information governance policy;
- to ensure there is awareness of the policy for managing security incidents, ensure any incidents are logged, investigated and recommendations implemented.

Oakwood Infant and Nursery School staff

All staff have a personal responsibility to:

- handle information in accordance with information governance policy;
- attend data security induction training and continue to attend or complete training as required;
- understand that failure to comply with information governance policy is treated seriously and can lead to disciplinary action; and
- report security incidents or weaknesses.

Independent external GDPR contract

Oakwood Infant and Nursery School has a 3rd party GDPR DPO contract in place to provide independent assurance and validation of information security practice and controls, and to provide support in the event of any breaches of GDPR regulations.

Physical Security

Oakwood Infant and Nursery School has a 3rd party contract in place with an external company for Facilities management, and they are responsible for the implementation and management of physical security policy and controls of the school premises. The information governance team are responsible for ensuring that the requirements of the GDPR policies and any relevant standards are understood and inform the implementation of physical security controls.

The group's responsibilities are:

- defining physical security controls;
- carrying out periodic security inspections;
- assessing the school's current physical security control requirements and making any recommendations for change; and
- reviewing physical security incidents.