BEAUCHAMPS HIGH SCHOOL

Beauchamps Drive, Wickford, SS11 8LY
Headteacher: Mathew Harper BA Hons, NPQH

Information Governance Framework Policy

School Policy/Procedure No: 72

Adopted/Last Reviewed: July 2018 *Last Amended:* *Next Review: July 2019*

Beauchamps High School is committed to the effective management of Information Governance activities in accordance with the Data General Data Protection Regulations (2016), Article 8 of The Human Rights Act 1998, Freedom of Information Act (2000) and Environmental Information Regulations (2004).

General rules in complying with Data Protection Law

- All stakeholders must comply with all Information Policies
- All stakeholders must successfully complete relevant training in Information Governance key messages annually
- All managers must ensure that employees under their management are complying with our policies and any agreed exceptions
- The school must ensure that the roles of Data Protection Officer (DPO) and Senior Information Risk Owner (SIRO) are in place
- The school must ensure that an Information Governance Strategy is in place
- The school must undertake annual reviews of the Information Governance Strategy, all Information Policies and Information Risks
- Any exceptions to Information Policies must be risk assessed and approved

Note: All data on the Information Governance Framework stored in school is only shared in accordance with the school's Privacy Notice