



# BEAUCHAMPS HIGH SCHOOL

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## Information Governance Framework Policy

School Policy/Procedure No: 72

*Last Reviewed: June 2023*

*Last Amended: October 2021*

*Next Review: June 2024*

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