



# Durham Johnston

## INFORMATION GOVERNANCE POLICY

<b>1</b>	<b>SUMMARY</b>	This Policy establishes the key high-level principles of Information Governance at Durham Johnston and sets out responsibilities and reporting lines for members of staff. It provides an over-arching framework for Information Governance across the School.			
<b>2</b>	<b>RESPONSIBLE PERSON:</b>	Headteacher			
<b>3</b>	<b>APPLIES TO:</b>	All DJCS employees			
<b>4</b>	<b>GROUPS/ INDIVIDUALS WHO HAVE OVERSEEN THE DEVELOPMENT OF THIS POLICY:</b>	DPO / Headteacher			
<b>5</b>	<b>RATIFYING COMMITTEE(S) &amp; DATE OF FINAL APPROVAL:</b>	FGP & HR Sub-Committee – 4 <sup>th</sup> July 2019			
<b>6</b>	<b>VERSION:</b>	1.0			
<b>7</b>	<b>AVAILABLE ON:</b>	<b>Staff Shared Drive</b>	Yes	<b>Website</b>	Yes
<b>8</b>	<b>RELATED DOCUMENTS:</b>				
<b>9</b>	<b>DISSEMINATED TO:</b>	All DJCS staff including agency / supply staff			
<b>10</b>	<b>DATE OF IMPLEMENTATION:</b>	June 2019			
<b>11</b>	<b>DATE OF NEXT FORMAL REVIEW:</b>	July 2021			

**DOCUMENT CONTROL**

<b>Date</b>	<b>Version</b>	<b>Action</b>	<b>Amendments</b>
June 2019	1.0	Policy first implemented	N/A

## CONTENTS

<b>Section</b>	<b>Page</b>
1. Introduction	4
2. Policy statement	4
3. Scope of this policy	4
4. Roles and responsibilities	4
5. Legislation and compliance framework	4
6. Related Policies	5
7. Records Management	5
8. Security	5
9. Monitoring / Compliance	5
10. Training and Awareness	5
11. Review	5

## 1. Introduction

Information is a valuable asset that requires effective management. This policy establishes the framework for the delivery of an Information Governance structure to introduce the required controls to maximise value from the asset. It is therefore of paramount importance that information is efficiently managed, and that appropriate policies, procedures, management accountability and structures provide a robust governance framework for information management.

## 2. Policy statement

Durham Johnston Comprehensive School (DJCS) is committed to complying with data protection and freedom of information legislation. DJCS will take all reasonable steps to ensure that its processing of personal data is fair, lawful and compliant with data protection legislation. This applies with DJCS is acting as sole data controller, joint data controller or as a data processor.

## 3. Scope of this policy

This policy sets out the schools general approach to and policy framework for the use and management of information in all formats. The implementation and delivery of the policy is the responsibility of all managers and employees. Information Governance cannot be viewed as a purely IT or legal compliance issue. Aspects of implementation may be picked up by other projects, including information security and any planned major system change.

## 4. Roles and responsibilities

Every employee creates recorded information and so are all responsible for its effective management. Without the engagement and involvement of employees at all levels, this strategy will fail. This can be achieved through establishing clear responsibilities for information management, effective communications and performance management.

**All staff**, whether permanent, temporary or contracted, and contractors are responsible for ensuring that they are aware of and comply with the requirements of this policy and the procedures and guidelines produced to support it.

## 5. Legislation and compliance framework

DJCS's information governance framework must ensure compliance with various pieces of legislation relating to the handling and use of information, as well as the common law of duty of confidentiality. These include, but are not limited to:

- Data Protection Act 2018 & General Data Protection Regulation (GDPR)
- Freedom of Information Act 2000
- Privacy and Electronic Communications (EC Directive) Regulations 2003
- Environmental Information Regulations 2004
- Regulation of Investigatory Powers Act 2000
- Computer Misuse Act 1990

Staff will have the appropriate level of understanding of the relevant laws and of the measures that should be taken to comply with them. Legal and professional guidance will be sought where appropriate.

## **6. Related policies**

The Policy forms part of DJCS's Information Governance Framework and needs to be considered in conjunction with the following policies and guidance:

- Data Protection Policy including Data Breach Reporting Policy
- Information and ICT Security Policy
- Records Retention Policy including Records Retention Schedule

## **7. Records Management**

DJCS will establish and maintain measures to ensure that a systematic and planned approach to the management of records is adopted within the organisation.

This will ensure that DJCS can control the quality and quantity of the information that it generates, can maintain that information in an effective manner and can dispose of the information efficiently when it is no longer required.

The Records Management and Retention Policy and related procedures incorporate and promote the adoption of the Lord Chancellor's Code of Practice on the Management of Records (issued under Section 46 of the Freedom of Information Act 2000) as well as DPA 2018 / GDPR.

## **8. Security**

DJCS will establish and maintain appropriate measures to ensure the confidentiality, availability and integrity of information and ICT systems and manage the risks from internal and external threats.

## **9. Monitoring / Compliance**

Informal Performance Indicators including regular review by Governors, will be used to monitor the effectiveness of this policy.

## **10. Training and Awareness**

The Headteacher / Data Protection Lead will ensure that staff and contractors have the appropriate levels of awareness and training to comply with the Information Governance Policy.

All new staff will be provided with training in Information Governance as part of their induction.

## **11. Review**

This policy will be reviewed every 2 years.