



Data and Information Management Policy

November 2024

Next Review: Autumn 2025

DATA AND INFORMATION MANAGEMENT POLICY

The Trust's aims are to ensure that all children within our schools gain a first-rate education, develop the skills necessary for the next stage in their lives and are equipped with the personal values and attributes that will make them successful in a fast-changing world.

The Trust recognises that the management of data and information is an important part of education management. It will comply with all directives from the Information Commissioner's Office (ICO) and ensure confidentiality and safeguarding in information management.

Linked to Safeguarding.

Diversity (equality) impact assessment. The Trust will monitor the use of data and information to ensure diversity and equality issues as addressed.

Monitoring arrangements – LOCAL GOVERNING BODY will at least annually review arrangements for data and information management by receiving a report from the Headteacher. The LOCAL GOVERNING BODY will appoint at least one governor as a governor with special interest to discuss with staff issues around data, information and safeguarding.

Risk Assessment

Area	Risk	Managed by Procedure
Child protection	Not safe	This procedure
Financial	Tribunals and fines	This procedure
Achievement and Attainment		
Business continuity	Reputation	This procedure
Other		

Date of Trustee approval:

Review arrangements including date of review:

Procedures – See also DfE guidance on Data protection – Toolkit for schools and annual review checklist

The Trust is registered with the ICO and an external audit will be undertaken on an annual basis.

School procedures - Statutory

Information request handling procedure (freedom of information regs)

School procedures - suggested

Use of videos/photographs of children

Children and staff data

Storage and destruction schedule for data

Social media usage