

# Information Security Policy



*Believe, Succeed, Together*

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## **1.0 Definition**

'Information Security' can be defined as the protection of information and information systems from unauthorised access, use, disclosure, disruption, modification or destruction.

## **2.0 Aims**

The aims of this policy are:

- To ensure that all information and information systems on which the Academy depends are adequately protected to the appropriate level. This includes ICT infrastructure for the retrieval, sharing and dissemination of business-critical data and conducting daily transactions.
- To ensure that all staff and other users are aware of their responsibility for the security of Academy information.
- To help staff use information more securely.
- To ensure that all staff and other users are aware of their responsibilities for processing personal information under the Data Protection Act 2018.
- To ensure that all staff are aware of their accountability and that they are aware that failure to comply with the Information Security Policy (and associated policies) could constitute a disciplinary offence under the Disciplinary (Misconduct) Policy
- To ensure that information assets, computers and communication systems that are owned by Academy are protected against external and internal threats.

## **3.0 Scope**

The Information Security Policy and its supporting controls, processes and procedures apply to all information used at the Academy, in all formats. This includes information processed by other organisations in their dealings with the Academy.

The Information Security Policy and its supporting controls, processes and procedures apply to all individuals who have access to Academy information, including external parties that provide information processing services to the Academy.

## **4.0 Policy Statement**

It is the Academy's policy to ensure that information is protected from a loss of:

- Confidentiality – information will be accessible only to authorised individuals.
- Integrity – the accuracy and completeness of information will be maintained.
- Availability – information will be accessible to authorised users and processes when required.

## **5.0 Links with other Policies**

Information security is covered explicitly in the following policies - Data Protection Policy Statement, Data Protection Policy, Code of Conduct (Staff) Policy and Records Retention Policy