



**WOODLANDS**

SCHOOL

ASPIRATION, RESILIENCE, OPPORTUNITY, EXCELLENCE

# Security Incidents Policy

Amended: June 2018

Approved by Governors: June 2018

Review date: September 2020

Reviewing Panel: Standards, staffing and curriculum (SSC)

## Purpose

This policy has been developed to support staff in the event of a security incident. A security incident is a confirmed breach, potential breach or 'near-miss' breach of one of the ECC's information policies.

## Principles

1. If you discover a security incident, you must immediately report it to David Wright. No action will be taken against any member of staff who reports a security incident about another member of staff in good faith. Identification of a reporting party who requests anonymity shall be protected as far as is feasible.
2. When reporting the incident, you must provide as much information as possible. Include details such as dates, names and any remedial action that has been taken.
3. The Information Champion must complete investigations as directed by Simon Cox, Headteacher and complete an outcome report. See procedure for reporting and handling security incidents for guidance. Where appropriate, undertake the following:
  - Identify expected outcomes, stakeholders and any policies breached.
  - Speak to staff involved.
  - Record evidence and keep an audit trail of events and evidence supporting decisions taken
  - Get expert help
  - Escalate
  - Inform data subjects (service users, staff) where appropriate
  - Identify and manage risks of the incident
  - Commence disciplinary action, or record why not
  - Develop and implement a communications plan where appropriate
  - Put in place controls to prevent recurrence
  - Complete the Incident Outcome Report
4. The Resource Manager must support investigations as directed by the Information Champion and provide an outcome report. Where appropriate, undertake the following:
  - Work with the Information Champion to investigate major security incidents.
  - Decide whether to investigate personally, or allocate to the line manager/ investigating officer.
  - Assess the outcome to ensure they are satisfied the appropriate action has been taken.
  - Provide service area knowledge and advice, and to carry out any recommended actions within their function for major or critical incidents, where required.
5. The Headteacher must oversee and support each investigation, maintaining a full record from reporting to closure. Undertake the following:
  - Classify the Security Incident
  - Verify the details and oversee the investigation
  - Work with Information Champion/Resource Manager to investigate major security incidents.
  - Advise, support and intervene as appropriate
  - Review Incident Outcome Reports and close

6. The Senior Information Risk Officer (SIRO) must support the investigation of major and critical incidents. For major and critical incidents:
  - Undertake the investigation (critical only)
  - Work with Information Champion/Resource Manager (major only)
  - Assess if it is necessary for the security incident to be reported to the ICO.
  - Complete an outcome report and recommend remedial actions.
7. Comply with the timescales and escalation process outlined in our Procedures for Reporting or Handling a Security Incident.

### Complaints

Complaints about the above policy should be made to the I.E.B/Chairperson of the Governing Body who will decide whether it is appropriate for the complaint to be dealt with in accordance with the school's complaint procedure.

Complaints which are not appropriate to be dealt with through the school's complaint procedure can be dealt with by the Information Commissioner. Contact details of both will be provided with the disclosure information.

### Breach Statement

Breaches of Information Policies will be investigated and may result in disciplinary action. Serious breaches of Policy may be considered gross misconduct and result in dismissal without notice, or legal action being taken against you.

### Contacts

If you have any queries or concerns regarding these policies/procedures then please contact Mr D Wright, Head Teacher.



Signed: \_\_\_\_\_  
Head Teacher

Dated: 24<sup>th</sup> June 2018  
\_\_\_\_\_



Signed: \_\_\_\_\_  
Chair of Governors

Dated: 24<sup>th</sup> June 2018  
\_\_\_\_\_

