

# **Birchfield Nursery School**

## **Data Security**

This policy accompanies the policy on ICT and Acceptable Use.

### **Access**

Access to the administrative computer and its data is limited to the admin/finance assistant, Head Teacher and Assistant Head Teacher by passwords which are changed every 90 days.

### **Maintenance**

The computer systems are maintained by Datasol for the curriculum computers and Halton Borough Council for the admin computer. The Head has the overall responsibility to ensure the maintenance of the school's computers and change of passwords.

### **Back up of data**

The admin system is backed up automatically by the local authority (via the service level agreement) who stores the data offsite to safeguard against loss or fire. (See the manual of internal procedures for details point 24).

### **Virus Protection**

All computers have auto virus programmes which are updated as required. All staff have agreed to the Acceptable Use policy. They are fully aware that they may not use their own software on school equipment, use the internet for personal use or take photographs for non-school use in the classrooms. Mobile phones are kept in staff lockers during teaching times. This policy was last updated and agreed by staff in May 2009

### **Licences**

Are held for all software applications.

### **Inventory**

The inventory records are the serial numbers/details of all IT equipment in case of loss, theft or fire.

### **Fair Processing**

All parents are given a copy of the 'Fair Processing' (document 1) and details of how to access further information (document 2) as required.