

Covenant Christian School

SECURE STORAGE OF INFORMATION POLICY

In many ancient cultures there was one rule for the king and a different one for the people but in the Mosaic tradition there was one law for everyone. Also in the bible one is expected to look after the vulnerable. Thus in the Old Testament one is meant to “judge the cause of the poor and needy” (Jer 22v16). Both these biblical principles apply to the handling of information in schools. In addition the man in who readily passes on information is not highly regarded, (Prov 11v13).

All personal information will be dealt with according to the instructions of the Independent Commissioner’s Office.

See also the Secure Storage of Disclosures Policy.

Examinations

The handling of examination papers and coursework must comply with the requirements of the separate examination boards and the Joint Qualifications Council. On delivery the examination material must be taken to the safe room in the cellar with the 5 lever mortice lock and stored, unopened in the filing cabinet bolted to the wall and with the full length external locking bar. There it must remain until the time of the examination. Keys to the room must be kept on the key holder’s possession or in a coded key safe.

Electronic Information

When not in use the school camera and ipad must be kept in a lockable cabinet in the cellar which must only be unlocked when a member of staff is removing or returning one or both of the devices. Information about pupils must not be kept on staff personal devices.

Personal Information

The school will handle personal information lawfully and in accordance with the Data Protection Act 1998, and other related legislation. Only information that is relevant to the purposes of the school will be stored. The school will endeavour to make sure it is accurate and kept up to date. Such information must be kept to an appropriate level of security to ensure personal information is protected from loss, theft and unauthorised disclosure.. It will not be stored for longer than necessary and will only shared with others when it is legally appropriate to do so. Every member of the school will be entitled to inspect what information about them is stored.

See also the school’s Data Protection Policy.

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