

Information Governance Policy Framework				
Data Protection Policy	Information Security Policy	Records Management Policy	Photography and Videos at School Policy	Freedom of Information Publication Scheme
<ul style="list-style-type: none"> • Roles & Responsibilities • Principles • Lawful Bases & Consent • Data Subject Rights • Records of Processing • Privacy by Design & Risk Assessments • Information Sharing • Contract Management • Training • Complaints 	<ul style="list-style-type: none"> • Roles & Responsibilities • Access Controls • Physical Security • Environmental Security • Systems Security • Communications Security • Cyber Security • CIA Triad • Business Continuity 	<ul style="list-style-type: none"> • Roles & Responsibilities • Information Asset Register (IAR) • Email Management • Pupil & Staff Records • Storage & Security • Retention, Disposal & Archiving • Training 	<ul style="list-style-type: none"> • Roles & Responsibilities • Parental Consent • General Procedures • Additional Safeguarding Procedures • Use of Trust devices • Use of a Professional Photographer • Permissible Photography • Storage and Retention • Monitoring and Review 	<ul style="list-style-type: none"> • Guide to Information • Information to be published • How to obtain Information • Schedule of Charges
Appendices:	Appendices:	Appendices:	Appendices:	Appendices:
<ul style="list-style-type: none"> • Appropriate Policy Doc (Special Category Data) • SAR Procedure • FOI & EIR Requests • Surveillance Policy 	<ul style="list-style-type: none"> • Data Breach Procedure • Remote Working Policy 	<ul style="list-style-type: none"> • Retention Schedule (based on IRMS Toolkit) 	<ul style="list-style-type: none"> • Parental Consent Form 	
All staff should read annually including new starters	All staff should read annually including new starters		Should be in new pupil starter pack and consent obtained when child starts school. Consents recorded on Arbor.	