Security measures in Edinburgh Primary

The school protects the school data both manual and electronic.

Electronic data

- All staff sign annually to the schools – acceptable use policy including how they will protect data
- The use of strong passwords
- Limiting access to personal information wherever necessary.
- Encrypted emails via LGFL
- Installation of virus checking software and firewalls on school computers
- Keeping digital devices locked away securely when not in use.
- Ensuring that all storage systems are secure.
- Holding telephone calls in designated private areas
- The school undertakes vetting checks for all staff and those that work in our school.
- The school undertakes data impact assessments for all holders of school data that is used on site – eg sims, Cpoms and programmes used in classrooms.
- Consent is provided for any biometric and photographic data.
- The school has a destruction register.
- The school restricts use of CCTV and displays the require notices.

Paper data

- All data is kept in locked cupboards with restricted access (eg school and finance offices along with those of school leaders)
- Archived data is stored in a locked room until scheduled destruction
- Paper is cross shredded or physical copies confidently recycled by 'One-time shred' a recognised company provided by the LA
- Making sure that all papers and devices containing sensitive information are stored securely.
- Ensuring that all storage systems are secure.
- Staff attend annual GDPR training to raise awareness.

The school buys into a bi-annually SLA for an Education Data Protection Officer from the Local Authority

18.10.22

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