

The Data Protection Act and Information Security requirements mean that schools must make efforts to ensure the security of personal and confidential data within the laws of the United Kingdom.

Personal and confidential data can be defined as

‘anything that could identify an individual and if lost or mislaid could cause harm or distress’.

Examples of this could be:

- Notes of meetings where comments about individuals could be identified by association (use of initials is not sufficient to hide identification).
- Lesson plans which include material where individual learners with special requirements can be identified.

This means that schools are advised to be very careful with all the transmission of documents, not only between staff and governors but also other partners.

Schools must take steps to make sure that data breaches are prevented and therefore:

- All documents that concern school business should only be sent to official email addresses.
- Documents should be stored within a safe environment that is secure and agrees to the Data Protection Act.

Somerset County Council e-mail

Using the county e-mail system, schools encourage people to be secure with their communications. This is because:

- There are different terms and conditions on the county email systems than on those used by cloud email services.
- The names used in the county email system are of a consistent format and held in a global address list.
- There will be no accidental sending of documents that hold personal or confidential data to family or friends' email.
- The county email system can be fully audited with full logs kept of all communications.

Documents

Documents must be stored in a secure place with password protection. Traditionally this has been on a school server which is protected by passwords and limited access. Any documents that hold personal data taken from the server must be held on an encrypted storage device or laptop.

A better idea is to keep the documents in a central place and not to allow them to be transferred from machine to machine.

This can be completed by allowing staff to have remote access to the school's servers or by using the Somerset Learning Platform, a web based solution that means that all documents can be accessed from any internet connected machine.

The requirements to ensure security are enforced by law and policed by the Information Commissioner's Office, which has the ability to fine schools that have not foreseen and implemented security procedures.

Many of the documents used in schools do not have confidentiality or personal data in them, but implementing one method of access to all emails and documents leads to clarity of practice that ensures the correct measures are in place.



Advice on emails

The web-based email works best on Internet Explorer.

Schools should make sure that all staff and governors at the school have an email account by following the instructions at <http://bit.ly/1oLklyA> and filling in this form: <http://bit.ly/1mUI3wH>, then giving it to the school administrator, who will send it to the SWOne helpdesk.

A document that shows you how to use the web version of email is here: <http://bit.ly/1lhxZLJ>.

Advice on using the Somerset Learning Platform

SLP can be accessed anywhere on any device with an internet connection

The Somerset Learning Platform uses a Microsoft package called SharePoint. It therefore is better used with Windows, Internet Explorer and the Office Package of software.

- We recommend that you keep Windows, Internet Explorer and Office packages up to date (see overleaf).
- Many of the documents stored on SLP are in Word, Excel or PowerPoint formats and you should have these programmes on your computer. If you do not have these programmes then you can download cut down readers (see overleaf).
- Some websites have to become 'trusted' (allowed by the computer) to allow connections to be made (see overleaf).

For Somerset staff and governors to sign into SLP, you will need to use your Somerset County Council email username and email password.

Somerset County Council staff or external users should complete the 'Request Access' form here: <https://slp.somerset.gov.uk/somersetipost/>.



Updating Windows

In Windows 7 users should click on **Start > Control Panel > Windows Update > Check for updates.**

Windows 8 should update automatically.

We can no longer recommend the use of Windows XP or Office 2003 as Microsoft ceased support on 8th April 2014.

Downloading Free Microsoft Office Viewers

Microsoft Word: <http://bit.ly/mwordviewer>

Microsoft Excel: <http://bit.ly/mexcelviewer>

Microsoft PowerPoint: <http://bit.ly/mpowerpointviewer>

Configuring your computer for SLP

<https://slp.somerset.org.uk/Common%20Files/slptrusted.reg>

Click the link above and when prompted, click select **Run** or **Install > Agree to Install** and **Add the file to the registry**—select **Yes**.

Checklist

- I have a county email address and password
- I am using Internet Explorer
- I have either Microsoft Office or have downloaded a free viewer
- I have configured my computer for SLP

Click here for additional, technical advice on configuring your computer for use with SLP: <https://bit.ly/SLPAdvice>

