

Policy Changes Summary – 2024

This document sets out the changes made to the suite of policies following the 2024 review.

Records Management and Retention Policy:

Clause	Change
2.3	Changed the word 'will' to 'may'
4.2	Added that it should be checked annually that records have been deleted/destroyed once the retention period has lapsed.
6.1	Amended Grammar
Additional 6.5	Reference to data mapping being done in DPOCOMS
8.2	Amended Grammar
Additional 8.7	Reference to the use of disposal registers
11.1	Changed review period to annually and changed review date.

Data Protection Policy:

Clause	Change
1.5	Added 'educational software solutions' to the list of third parties.
2.1	Minor amendments to grammar
2.2	Minor amendments to grammar
Definitions	Changed to tabular formatting. Expanded the definition of processing and subject access requests.
5.1	Addition of the principle of accountability.
5.3	Added the word 'appropriate' to this clause.
5.4	Changed to a tabular format.
5.6	Removed the 'old' clause 5.6 as this was a duplication of current clause 5.5. The new clause 5.6 is the former clause 5.7.

5.7	Added 'it may be necessary to complete a DPIA.'
6.1	Minor amendments to grammar.
8.1	Changed to tabular format.
9.1	Amended reference to clause 8.1.2 to reflect the new tabular format of that clause.
9.3	Changed 'set out' to 'referred to'
10.6	Minor grammatical changes.
14.8	Minor grammatical changes.
14.9	Minor grammatical changes.
18	Updated the review period and the next review date.
Appendix one	Minor grammatical changes.
Appendix three	Minor grammatical changes to the guidance notes.
Appendix four	Minor grammatical changes.

Biometric Data Policy:

Clause	Change
2.1	Minor grammatical amendment
Definitions	Changed formatting to tabular format.
4.3	Minor grammatical amendment.
5.1	This will need to be tailored to the biometric data and system that the school is using.
7.2	Minor grammatical amendment.
9.7	Minor grammatical amendment.
10.1	Minor grammatical amendment.
11.1	Minor grammatical amendment.
12	Changed review period to annually and changed review date.

Freedom of Information Policy:

Clause	Change
Introduction final paragraph	Minor grammatical amendment
2.4	Additional of the reference to the Records Management and Retention Policy and some minor grammatical amendments.
7.1	Minor grammatical amendment.
8.1	Addition of the word 'or' before the last bullet point.
13.1	Changed review period to annually and changed review date.

ICT Security Policy – updated May 2024

Clause	Change
2.3.5	Changed 'or' for 'and'
2.4	Added 'inaction'
2.6	The last sentence has been amended to include the word 'and/or'
Definitions	Changed format to tabular.
4.7	Amended section for breaches from 7 to 8.
4.9	Minor grammatical changes
6.2	Minor grammatical changes
6.6	Added the following text 'The headteacher may delegate responsibility for the inventory to another member of staff.'
7.11	Minor grammatical changes
7.14	Minor grammatical changes
7.16	Added the word 'secure'
7.23	Minor grammatical changes
7.24	Minor grammatical changes
8.2	Minor grammatical changes
8.5	Minor grammatical changes

E-Safety Key Points – updated August 2024

Only minor grammatical changes have been made to this policy.

E-Safety Policy – updated August 2024

Clause	Change
2.3	Minor grammatical changes.
2.5	Minor grammatical changes.
4.1	Minor grammatical changes.
4.16	Removal of duplicate text and addition of: <i>'It is everyone's responsibility to ensure the appropriate Acceptable Use Policies are followed.'</i>
4.23	Minor grammatical changes.
4.31	Minor grammatical changes.
7.1	Minor grammatical changes.
8.2	Minor grammatical changes.

Governors Policy – updated August 2024

Clause	Change
4.3	Minor grammatical changes.
Review date	Updated

CCTV Policy – updated August 2024

Clause	Change
1.1	Minor grammatical changes.
8.1	Minor grammatical changes.
12.1	Removed the word 'those' and replaced with 'images.'
12.2	Minor grammatical changes.

Acceptable Use Policy – updated August 2024

Clause	Change
5.23	Minor grammatical changes.

CCTV Acceptable Use Policy – updated August 2024

Clause	Change
No amendments required.	

Cyber Security Incident Response Plan (RPA cover) – updated August 2024

Clause	Change
Throughout the policy	Addition of the word 'incident' in the the title of the Policy.
Key personnel/stakeholders and responsibilities	Capitalised School Business Manager and Risk Protection Arrangement.

Cyber Security Incident Response Plan (without RPA cover) – updated August 2024

Clause	Change
Throughout the policy	Addition of the word 'incident' in the the title of the Policy.
Key personnel/stakeholders and responsibilities	Capitalised School Business Manager and Risk Protection Arrangement.