Oakwood Infant and Nursery School

Senior Information Risk Owner (OAK080/12/2021)

School Mission Statement

At Oakwood Infant and Nursery School we provide a safe, healthy, happy and creative learning environment for everyone, through high expectations and mutual respect.
We are all stars, watch us shine.

Reviewed: 8.12.2020
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The role of the SIRO is to take ownership of the school's information risk policy, act as an advocate for information risk, and provide advice to the Board of Governors in regard to information risk.

The aim is to ensure that the approach to information risk management:

- Takes full advantage of existing responsibility structures where these are fit for this purpose
- Associates tasks with appropriate management levels;
- Avoids unnecessary impacts on day to day activities of the school;
- Ensures that all the necessary activities are discharged in an efficient, effective, accountable and visible manner
- Responsibilities of the SIRO may be in addition to other job responsibilities and to avoid confusion should be identified clearly within the role-holder's job description.

The SIRO's responsibilities can be summarised as:

- Leading and fostering a culture that values, protects and uses information for the success of the school and benefit of the staff and pupils
- Owning the school's overall information risk policy and risk assessment processes and ensuring they are implemented consistently.
- Advising on the information risk aspects of his/her statement on internal controls
- Owning the school's information incident management framework

Organisations are required to ensure their appointed SIRO possesses the necessary knowledge and skills to undertake their role effectively and to provide periodic evidenced statements of information assurance to the school governors. The SIRO should undertake information risk management training at least annually to be able to demonstrate their skills and capabilities are up to date and relevant to the needs of the organisation.

The following table describes the functions and responsibilities that are appropriate to the school SIRO in greater detail.

Lead and foster a culture that values, protects and uses information for the success of the school

Responsibilities:
- to ensure the school has a plan to achieve and monitor the right information governance across the school
- to take visible steps to support and participate in that plan (including completing own training)
- to maintain sufficient knowledge and experience of the school's business goals with particular emphasis on the use of and dependency upon internal and external information assets
- to ensure the Organisation has Information Asset Owners (IAOs) who understand their roles and are supported by the information risk management specialists that they need
- to initiate and oversee an information risk awareness / training programme
- to ensure that good information governance assurance practice is shared within the school

Own the school's overall information risk policy and risk assessment processes and ensure they are implemented consistently by Information Asset Owners (IAOs)

Responsibilities:

- to act as the focal point for information risk management in the school including resolution of any risk issues raised by Information Asset Owners
- to develop and implement an Information Governance Information Risk Policy that is appropriate to all departments of the school and their uses of information setting out how compliance will be monitored
- to review all key information risks of the school on a quarterly basis and ensure that mitigation plans are robust
- to ensure that Information Governance Policy, information risk management method and standards are documented, applied and maintained consistently throughout the school's information governance risk assessment and management framework
- to understand the information risks faced by the school and its business partners ensuring that they are addressed, and that they inform decisions, including outsourcing
- to ensure that information risk assessment and mitigating actions taken benefit from an adequate level of independent scrutiny

Own the school's information incident management framework

Responsibilities:

- to ensure that the school has implemented an effective information incident management and response capability that supports the sharing of lessons learned
- to ensure that there is a considered and agreed Information Governance incident response and communications plan available, including the reporting of 'perceived' or 'actual' Information Governance Incidents
- to ensure that the school's management, investigation and reporting of Information Governance Incidents conforms to regulatory guidance and does not conflict with the school's policies and procedures for non-Information Governance Incidents